

# CIS 197A : Microsoft Access

This course is designed to prepare students to take the Microsoft Office Specialist certification exam in Microsoft Access. Topics emphasized are Microsoft Office Specialist exam objectives and test-taking skills. The student will demonstrate mastery of expert level database management skills through hands-on, performance-based lab exercises. Practice test software will provide immediate feedback on areas where additional practice is needed. Calhoun is an authorized Microsoft testing center.

**Credits** 3

**Theory Credit**

3

**Prerequisites**

[CIS 146](#)