



Microsoft IT Academy
Southern University and A&M College
Baton Rouge, LA 70813

**MOAC 70147: Microsoft Access 2013 Essentials &
MOS Exam: 77-424**

Instructor:	Mathieu Kourouma, Ph.D., SCJP, TestOut PC Pro, TestOut Network Pro Associate Professor of Computer Science Program Coordinator, Microsoft IT Academy Southern University Baton Rouge
Class Period:	Days/Time: Tuesday: 05:30 – 07:00 PM in class Thursday: 05:30 – 07:00 PM online Period/Length: 5 Weeks
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Course Description

This Microsoft Office Specialist (MOS) training course helps you prepare for MOS Exam 77-424 and builds an understanding of the topics listed below. This course leverages the same contents as found in the Microsoft Official Academic Course (MOAC) for this exam.

Prerequisite

Knowledge of basic computer skills: creating folder, exploring computer, emailing, using the keyboard, mouse, and USB devices.

Audience Profile

This training assumes that students are studying the program by using the associated Microsoft IT Academy course or other available curriculum, including but not limited to resources available on the Microsoft Office website, Microsoft Press books or e-books such as the MOS Study Guides, Microsoft Official Curriculum (MOC) courses, Microsoft Official Academic Curriculum (MOAC) courses, and other resources that are appropriate to and available within the audience's specific environment.



Main Topics Covered

- Module 1: Use Microsoft Access 2013
- Module 2: Create and save databases
- Module 3: Manage tables
- Module 4: Modify field data types and properties
- Module 5: Manage relationship and keys
- Module 6: Modify advanced field properties
- Module 7: Organize table data
- Module 8: Manage select queries
- Module 9: Compose advanced select queries
- Module 10: Compose crosstab and action queries
- Module 11: Manage forms
- Module 12: Manage form controls
- Module 13: Modify form appearance
- Module 14: Create and modify report
- Module 15: Print reports
- Module 16: Administer databases
- Module 17: Review for the exam