

PURPOSE: This intermediate class will increase the student's knowledge of MS Access to an effective level.

LEARNING OUTCOMES: Upon completion of this course, employees will be able to use intermediate Access functions as listed below.

CONTENT: This class is for database users with some experience. Topics include:

- Modifying Table Design
- Working with Multiple Tables
- Relating Tables
- Designing Custom Forms
- Intermediate Query & Report Techniques
- Using Access Internet Features

METHODS: This course utilizes a combination of lecture with examples and "step-by-step" exercises that demonstrate the use of various features of Access. Pre- and post-assessments are given. Post-assessment score 70% or better is required for CEU credit.

LENGTH: 7 hours / 1 session.

AUDIENCE: Employees who use personal computers

PREREQUISITES:

- Attendance in a PC Literacy class & a Windows class (or equivalent experience)
- Keyboard and mouse proficiency is required
- Extensive experience with spreadsheet software (such as Excel) or another database is required
- Attendance in a Level 1 (Basic) MS Access class (or equivalent knowledge)
- Ability to create, save, and retrieve Access Data bases

CEU CREDITS: 0.7 CEU credit