



# dANA NÄYE VENTURES COURSE OUTLINE

## Access Level 2

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<b>COURSE LENGTH:</b>	17 Hrs		

### REGISTRATION

**FEE:** \$225.00 + GST

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### COURSE INFORMATION

#### **PREREQUISITES:**

Students should have completed the Access Level 1 course or have equivalent knowledge. Students should also have a good working knowledge of the Personal Computer and Windows, and should be proficient in managing documents. Consultation with the instructor can be arranged prior to registration for the course to determine if you should take this course.

#### **COURSE DESCRIPTION:**

Microsoft Access Level 2 is a database course designed to enhance your ability to develop Access databases. This course is designed for students who are already able to create and use simple Access databases and wish to further their skills in developing a fully functional database management system.

#### **COURSE GOALS:**

Upon completion of this course students will be able to:

- Link and transfer data between Access and other applications
- Use advanced field properties
- Work with multiple tables
- Transform filters to queries
- Create and use Action Queries and other specialized queries
- Create calculated fields in queries, forms and reports
- Add bound and unbound controls to forms and reports
- Create and use sub-forms and sub-reports
- Create command buttons and define control events
- Create a switchboard
- Create and use simple macros
- Add hyperlinks to database objects
- Save database objects as web pages
- Add security features to your database
- Use analysis tools
- Improve database performance

**MAJOR COURSE OBJECTIVES:**

The objective of this course is to review the basic operations of Microsoft Access 2000 and introduce the student to more advanced commands, functions and capabilities of Microsoft Access 2000.

**COURSE FORMAT:**

Lecture, demonstration, lab time

**COURSE REQUIREMENTS****ATTENDANCE AND PARTICIPATION**

Students are required to be in attendance for the duration of the course to receive a certificate.

**QUIZZES:**

N/ A

**ASSIGNMENTS:**

In class assignments

**DETERMINATION OF FINAL MARK:**

N/ A

**TEXT AND MATERIALS:**

A manual and disk are provided

**QUIZZES, TERM EXAMS, AND FINAL EXAM:**

N/ A

**GRADES ON TRANSCRIPT:**

N/ A