



CONTINUING EDUCATION

Course Outline

Microsoft Access 2019 Level 1

Data is everywhere. Most jobs today involve some form of data management. Microsoft Access is a versatile tool that helps you collect and manage large amounts of data. In this course, you will learn about database fundamentals, including relational databases and navigating the Access interface. You will also learn how to create and modify tables, queries, forms and reports.

Who Should Take This Course?

This hands-on course is best suited for those wanting to gain a basic understanding of Access or for database end users who will be working with existing databases rather than building them from scratch.

Course Objectives

- Discuss database fundamentals
- Create and modify tables
- Create and modify basic queries
- Create simple forms
- Create and manipulate reports

Course Info

- Length: 7 hours
- Format: Classroom instruction, demonstration and practice
- Prerequisite: Basic computer skills including Microsoft Windows proficiency

Course Content

Database Fundamentals

- General database terms
- Relational databases
- Access interface and objects

Tables

- Create tables
- Create fields
- Data validation
- Relationships and keys

Queries

- Create basic queries
- Modify queries
- Use calculated fields

Forms

- Create simple forms
- Form design
- Form controls

Reports

- Create reports
- Report controls
- Formatting reports

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

Certificates of Completion for Certificate Programs

To receive a Certificate of Completion for the Microsoft Office Essentials Certificate, you must take all five required courses, and *attend 100 percent of each course. If you complete a certificate program by taking courses individually (not through a series), you can [request a Certificate of Completion online](#).

*Attendance is verified through the Sign-in Sheet/Roster. It is your responsibility to sign-in at every session.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.