



Programme Name: MS Access (Level 1) - 3 credits – US116936.
MS Access (Level 2) - 6 credits – US117927.

Part- Time OR Full-Time: MS Access (Level 1) AND MS Access (Level 2) – 2 – 3 days.

MS Access (Introduction)

Description

This course will enhance a learner's work in any environment as it will enable him to use Access to create and use simple databases.

Course Outcomes

- Demonstrate database skills.
- Use a simple database.

**Use a database application to work with simple databases.
(3 Credits - Unit Standard 116936)**

- Understand the principles of databases.
- Open and save a simple existing database.
- Produce and edit a simple database table from given specifications.
- Entered data into a simple database table from given specifications.
- Modify the design of a database table
- Sort and search for records in a database table.
- Print from a simple database.

Assessment

The learner will be required to complete an assessment.

MS Access (Intermediate)

Description

If you can create and use a simple database and you want to solve specific problems, this course is for you.

This course will enhance a learner's skills in any work environment as it will enable him to use Access to solve problems.

**Use a database application to solve a given problem.
(6 Credits -Unit Standard 117927)**

- Plan a database to provide a solution to a given problem.
- Create a data entry form for a new database table to solve the given problem.
- Retrieve information from a database by applying a filter.
- Sort data in a database query.
- Create a report from a database table.
- Perform advanced print options for a database.

Assessment

The learner will be required to complete an assessment.

