

Department of Clinical Education presents
Intermediate Access

Course Description

Microsoft Access is a database management program used to store many types of information, from simple lists to inventory catalogs with tens of thousands of items. Once information is stored in an Access database, it is easy to find, analyze and print. **This class is an intermediate level class for the user who is somewhat knowledgeable in database management and needs to go to the next level.**

Course Objectives

Upon successful completion of the course, the participants should be able to:

- Create and control queries.
- Create and customize forms.
- Create reports.
- Manage and maintain the database.

Instructor

Phyllis Sharum, Computer Training Technician

Prerequisites

Intermediate Windows, a basic understanding of the mouse, menu, file management and some typing skills are desirable. Participants should be knowledgeable in the concepts of data management and working with lists of data. This course is **not for the individual who is inexperienced in general computer use.**

Times & Dates

- Feb 23, 2010; 8:30-12pm

Location

- St. Joseph Hospital, Sister Frances Dunn Building, Classroom 6B – Computer Lab

Fees & Requirements

- No deposit required. **Open to St. Joseph Hospital Staff only.**
- Space is limited. Register early!

FAX (714-744-8580) or deliver Registration Form for Intermediate Access–Feb 23,

Name: _____	License #: _____
Address: _____	Organization: _____
City/State/Zip: _____	Position/Unit: _____
Home Phone: _____	Work Phone: _____