

Curriculum:

Course Code:

Course Name: Introduction to Access

1. Description: *This is a 2-day interactive course that provides participants with the opportunity to learn/practice/develop skills in the following areas:*

- Basic Access
- Creating a database
- Creating a table
- Link / Import / Export
- Query and result set
- Basic Form structure
- Basic Report
- Basic Macro
- Action
- Event
- Basic Function

2. Objectives: *By the end of this course, participants will be able to:*

- Understand the features of Access
- Understand the requirements for using Access applications
- Understand and use the basic Access structures (tables, queries, form, macro)

3. Method: *We will achieve these objectives by taking participants through:*

- A lecture style training course with practical exercises

4. Target Audience: *This course is targeted towards people with knowledge or experience in:*

- Basic Windows applications usage

5. Pre-class Assignment: *none*

6. Class Size: Max 36

7. Cost per Participant (JPY): 60,848yen (including tax)

8. Language: Japanese

9. Course Length: 2 day

10. Course Date: January 24th,2012 February 20th,2012 March 12th,2012
April 19th,2012 May 17th,2012 June 25th,2012 July 9th,2012
August 6th,2012 August 20th,2012 September 25th,2012

11. Venue: Shinagawa Learning Center

12. Taught By: FUJITSU LEARNING MEDIA LIMITED