Beginning Access 2016   20 Hours

By the end of this course, participants will be able to create and maintain a database; create queries, forms, and reports from a database; enhance the design of a table; integrate Access with Excel; and define table relationships.

Course Topics include:
- Introduction to Microsoft Access 2016
- Creating, naming and saving a database
- Creating and printing tables, forms, and reports
- Querying a database
- Using Action Queries
- Integrating Access with Excel
- Defining Table Relationships

Who Should Attend: The course is designed for those who wish to learn the operations of the Microsoft Access Database program to perform day-to-day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes.

Employee Training Institute instructor Victor Jadaon is also a faculty member at College of the Canyons, and he has been teaching for more than 25 years. In addition to teaching, Victor has also worked in industry. He has a Bachelor's degree in computer science and a Master's degree in educational technology. Victor also has a degree in Electrical Engineering. Victor teaches a variety of software applications in addition to web page design and operating systems.

Employment Training Panel (ETP) Cost: $350.00 per employee*   *Non-ETP COST:* **$870.00**

WHEN:	**WHERE:**
Tuesdays & Thursdays 4:00 p.m. to 6:30 p.m. August 15, 2017 – Sept. 7, 2017	College of the Canyons 26455 Rockwell Canyon Road Santa Clarita

For more information or to register, please contact Jocey Hogan, ETI Program Coordinator at 661.362.5657 or jocey.hogan@canyons.edu

*For employees of eligible employers. Employees are not considered registered until all paperwork is received, a $350 administration fee, per participant, has been paid to the Santa Clarita Community College District and the Employment Training Panel has determined eligibility. State subsidy is contingent upon the trainee completing all the Employment Training panel requirements. Please contact the Employee Training Institute, 661.362.5657, for details on eligibility requirements.

Employee Training Institute at College of the Canyons
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