

Intermediate Access

North East Scotland College

Venues

Off campus

Content

Microsoft Access Distance Learning units have been specifically designed to provide you with the knowledge and techniques needed for the successful creation and manipulation of an Access Database. The accompanying data files provided on disc are designed to help demonstrate the features as you work through the unit step-by-step.

This course covers the following topics:

Replacing, Cutting and Copying Text; Calculating Fields; Relationships; Lookup Fields; Default Values; Validation Rules; Sub-forms and Linking Forms; Combo and List Boxes; Tab Control; Label and Chart Wizard; Importing and Exporting Data; Advanced Queries; Database Objects

Assessment for this course comprises of an end of course test to test your knowledge.

Start Date

Flexible

Qualification

Other

Study Method

Distance and Flexible learning

Course Length

6 months

Department

Computing

Entry Requirements

No formal entry requirements. You will require access to/use of the Microsoft Office Access Package.

SCQF Points

«SCQFPoints»

Progression Routes

ECDL (European Computer Driving Licence) (SCQF Level 5)

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

Gallowgate Centre
Gallowgate
Aberdeen
Aberdeen City
AB25 1BN

Website

www.nescol.ac.uk