

## Certificate Course

Title: **M S Access**

Course Director: Richard Francis

Department: Administration

Duration of the Course: 30 Hrs (5 Months)

Students Intake: Not less than 30 and not more than 45

Course Fee: Rs. 4500/- (Rs. 8000 for outsiders)

Number of Credits: 2 Credits

Timings: Slot- : Every 1<sup>st</sup> & 3<sup>rd</sup> Saturday between 8 AM – 11 AM

### Scope of the Course:

**Microsoft Access** is an information management tool that helps you store information for reference, reporting, and analysis. **Microsoft Access** helps you analyze large amounts of information, and manage related data more efficiently than **Microsoft** Excel or other spreadsheet applications.

### SYLLABUS

#### **Module 1 (3 Hrs)**

Chapter 1	MS Access - Overview
Chapter 2	MS Access - RDBMS
Chapter 3	MS Access - Objects
Chapter 4	MS Access - Data Types

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## **Module 2 (8 hrs)**

Chapter 5	MS Access - Create Database
Chapter 6	MS Access - Create Tables
Chapter 7	MS Access - Adding Data

## **Module 3 (9 Hrs)**

Chapter 8	MS Access - Query Data
Chapter 9	MS Access - Query Criteria
Chapter 10	MS Access - Action Queries
Chapter 11	MS Access - Create Queries
Chapter 12	MS Access - Parameter Queries
Chapter 13	MS Access - Duplicates Query Wizard

## **Module 4 (6 Hrs)**

Chapter 14	MS Access - Create Relationships
Chapter 15	MS Access - One-To-One Relationship
Chapter 16	MS Access - One-To-Many Relationship
Chapter 17	MS Access - Many-To-Many Relationship
Chapter 18	MS Access - Built-In Functions

## **Module 4 (4 Hrs)**

Chapter 19	MS Access - SQL View
Chapter 20	MS Access - Data Import
Chapter 21	MS Access - Data Export
Chapter 22	MS Access - Macros