

## Design Databases (BSBITA401A)

### Who is this course for?

This course is designed for users who have some experience with MS Excel and wish to design relational databases. It is not necessary to have any previous knowledge of Access. The first day of this course covers subjects to the Intermediate level. The second day of the course covers the advanced areas.

It is mapped to the national competency standard BSBITA401A, Design Databases, and enables students to complete the assessment tasks\* for a Certificate IV in this competency.

<b>Duration:</b>	2 days
<b>Time:</b>	9:00 am to 4:00 pm
<b>Cost:</b>	\$408.00
<b>Class size:</b>	Class sizes are kept to a maximum of 8 - 10 people to allow for individualised attention
<b>Includes:</b>	Course manual, morning and afternoon tea
<b>Certificate:</b>	A Certificate of Attendance is provided on completion



### What will you learn in this course?

- understanding relational databases
- designing tables and data entry into tables
- linking tables with relationships
- importing data into tables
- forms – the forms wizard and data entry
- using and modifying queries to produce reports
- printing reports and forms
- mail merge to an access query
- table relationships and database design
- data validation
- creating relational queries, parameter queries and select relational queries
- calculated fields
- designing forms and reports
- designing a switchboard

*\*Charge for assessment for BSBITA401A: \$50.00\**

To register, please complete a Course Registration Form.

Available from:

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