

## Create and Use Databases (BSBITU301A)

### Who is this course for?

This course is designed for students who wish to understand the theory and applications of relational databases. It assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

This publication has been mapped to the competency BSBITU301A Create and Use Databases and enables students to complete the assessment tasks\* for a Certificate III in this competency.

<b>Duration:</b>	1day
<b>Time:</b>	9:00 am to 4:00 pm
<b>Cost:</b>	\$228.00
<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 tea and afternoon tea
<b>Certificate:</b>	A Certificate of Attendance is provided on completion



### What will you learn in this course?

- start and exit from Access and understand what a database object is
- understand some elementary database theory
- design relational databases
- create relational databases
- set table relationships in a database
- add records to a relational database
- import data into an Access table from a variety of sources
- work with records in a relational database
- create simple queries using more than one table
- create select queries for a relational database
- add calculated fields to queries
- create forms using the Form Wizard
- create reports using the Report Wizard
- access the computer's help system and safely work with a computer

*\*Charge for assessment for BSBITU301A: \$50.00\**

To register, please complete a Course Registration Form.

Available from:

[www.hb.net.au](http://www.hb.net.au)

Email: [training@hb.net.au](mailto:training@hb.net.au)

Telephone: (07) 4639 4410

**a** 4 Laurel Street, Toowoomba QLD 4350  
**t** 07 4639 4410 **f** 07 4639 4431  
**e** [training@hb.net.au](mailto:training@hb.net.au)  
**w** [hb.net.au](http://hb.net.au)