SOUTERS.
Business and Office Skills Training Specialists

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MICROSOFT ACCESS COURSE

DESCRIPTION

Microsoft Access is key to many job roles.

The ability to input and manage database systems is key to many job requirements, as Microsoft Access is the most common database system, this course will provide valuable skills employers will require in the use of Access.

Souters is a **Microsoft Certified Academy,** so we are able to offer **Microsoft Certification** and our training uses the very latest technology in live interactive training.
As our certification comes from Microsoft itself, it's recognition is international.

We can also offer Microsoft Assessment and Certification to all of our clients as well as to clients who are not taking tuition; you are welcome to come and get Microsoft Certification at our Academy. Find out how to book your assessment by clicking here Certiport Exams.

OBJECTIVE

To smoothly provide students Beginner and Proficient (i.e. Intermediate) Access Skills- (Advanced level available as a supplement).

COURSE FORMAT

Beginner and Proficient modules in Access 2007 or Access 2010. The units will take you to Proficient level. Please also advise us if you would like Advanced level training.

COURSE CONTENT

Please see the Syllabus downloads for this course: COURSE OUTLINE.

Microsoft® IT Academy
Program Member

Microsoft® Office Specialist

DATES AND DURATION

There is a one month training at our academy or online so you may study at home, if more convenient.

Please note that in-house (Your location or ours) live tutor led training is possible during office hours (most evening, weekdays and Saturdays).

You can study as long as you like to gain full understanding, so it can fit in with your busy lifestyle. You can study at home for **up to 3 months,** by which time you will need to arrange to take your assessment.

BENEFITS

As a Microsoft Certified Academy, we offer Microsoft Certification which is internationally recognised.

Our course was written in order take the Microsoft Certification, so it means that you will be getting course material from experts in the field.

Our course is flexible in terms of time and place. It can be completed both at our Certified Training Centre or at home.

COURSE REQUIREMENTS

Courses start from beginner level, so no entry requirements.

OUTCOME

Certification in Microsoft Access for successful completion. Global Microsoft Certiport Certification available as a supplement

SOUTERS®