



Continuing Education & Customized Training

Microsoft Office Access Specialist Certificate Program

Five Easy Registration Options

- **Online:** century.augusoft.net
- **Phone:** 651.779.3341
- **Fax:** 651.779.5802
- **Mail to:** Century College, CECT Dept.
3300 Century Avenue North
White Bear Lake, MN 55110
- **In Person:** East Campus, Rm E2330
Mon–Thu 8:00am–7:00pm
Fri 8:00am–4:00pm

Questions?

Contact **Joan Peterson**,
at joan.peterson@century.edu
or **651.773.1743**.

These programs can also be brought to
your business/organization! Call Joan
for more details.



Microsoft Office Access 2007 Certificate is for those whose responsibilities include the use of Microsoft Office Access to develop, query and maintain databases. You will receive instruction in our complete lineup of Access classes and build a solid foundation with Access Basic fundamentals 2007 and Access Intermediate 2007 before moving on to more advanced topics in Access Advanced 2007. **Prerequisite:** Knowledge of Windows, ability to use keyboard and mouse with proficiency and a basic knowledge of database use.

Upon completion, please email cassie.morrisette@century.edu to receive your Computer Competency Certificate

Microsoft Certified Application Specialist (MCAS)

After completing the Microsoft Office Access 2007 Basic, Intermediate and Advanced classes, you should be prepared

to take the *MCAS Access 2007 Expert Exam*.

Microsoft Office Access 2007: Basic

Getting started with Access 2007 includes: building and using queries, using forms, using reports, and modifying the database structure.

Required Textbook: *Illustrated Course Guide: Microsoft Office Access 2007 Basic*, approximately \$25. Online book code 1CPT 0057.

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Thursday, Oct 14	8:00am-5:00pm
Tue & Thu, Oct 26 & 28	5:00pm-9:00pm
Thursday, Feb 10	8:00am-5:00pm
Tue & Thu, Feb 15 & 17	5:00pm-9:00pm
Thursday, Mar 10	8:00am-5:00pm

Tue & Thu, Mar 29 & 31 5:00pm-9:00pm
Thursday, Apr 28 8:00am-5:00pm
Thursday, Jun 16 8:00am-5:00pm
Thursday, Jul 14 8:00am-5:00pm
Thursday, Aug 4 8:00am-5:00pm

Thursday, Oct 21 8:00am-5:00pm
Tuesday, Nov 2 & 9 5:00pm-9:00pm
Thursday, Feb 17 8:00am-5:00pm
Thursday, Mar 17 8:00am-5:00pm
Thursday, May 5 8:00am-5:00pm
Thursday, Jun 23 8:00am-5:00pm
Thursday, Jul 21 8:00am-5:00pm
Thursday, Aug 11 8:00am-5:00pm

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Wednesday, Nov 3 8:00am-5:00pm
Thursday, Mar 24 8:00am-5:00pm
Monday, May 23 8:00am-5:00pm
Monday, Jul 25 8:00am-5:00pm
Monday, Aug 15 8:00am-5:00pm

Microsoft Office Access 2007: Intermediate

Learn how to create multiple tab queries, enhance forms, analyze data with reports, import and export data, analyze data design using Northwind, and create advanced queries.

Required Textbook: *Illustrated Course Guide: Microsoft Office Access 2007 Intermediate*, approximately \$25. Online book code 1CPT 0100.

Prerequisite: Microsoft Access 2007: Basic or equivalent experience.

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Microsoft Office Access 2007: Advanced

Learn to create advanced reports, manage database objects, create macros, modules, VBA and maintain databases.

Required Textbook: *Illustrated Course Guide: Microsoft Office Access 2007 Advanced*, approximately \$25. Online book code 1CPT 0101.

Prerequisite: Microsoft Access 2007: Intermediate or equivalent experience.

Textbook Information

Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at <http://centurycollegebookstore.com>

Century College is a member of the Minnesota State Colleges and Universities system. We are an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.779.3354 or 1.800.228-1978 x 3354 or Minnesota Relay Service at 1.800.627.3529.

Microsoft Office Access Specialist Certificate Program Registration Form

Please fill out all information completely. Date of birth or social security number is required. This data is for student tracking purposes only, and will not be released or used for any other purpose.

Name _____ Date of Birth ____/____/____ Home Phone (____) _____

Home Address _____ City _____ State _____ Zip _____

Social Security # _____ - _____ - _____ (Confidential—to be used in registration system as your Student ID.) ___ Male ___ Female

Business Name _____ Business Phone (____) _____

Business Address _____ City _____ State _____ Zip _____

E-mail address _____

Course Name	Course Date	Course Fee
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____

Total Course Fees: \$ _____

PAYMENT INFORMATION

Check(s) Enclosed (Please write a separate check for the exact amount of each course, payable to Century College).

Business purchase order attached

Please charge to my: ___ VISA ___ MasterCard ___ Discover Account # _____ - _____ - _____ - _____

Cardholder's Name _____ Exp. Date ____/____/____