



**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. **Once completed, email [cynthia.jahnke@century.edu](mailto:cynthia.jahnke@century.edu) to receive your Century College Microsoft Access 2007 Specialist Certificate.**  
**Prerequisite:** Knowledge of Windows, ability to use keyboard and mouse with proficiency and a basic knowledge of database use. **To register, call 651-779-3341. For Program Information, call Joan Peterson at 651-773-1743 or email: [joan.peterson@century.edu](mailto:joan.peterson@century.edu).**

All classes take place at Century College - East Campus, Room 2207; Class fee: \$159 + textbook.

## ■ 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. 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/> **Prerequisite:** Windows experience.

- Thursday, October 15, 2009, 8:00am-5:00pm  
**Course Number: 20103-001590**
- Tue. & Thur., Nov. 3 & 5, 2009, 5:00-9:00pm  
**Course Number: 20103-001600**
- Thursday, February 11, 2010, 8:00am-5:00pm  
**Course Number: 20105-000127**
- Thursday, March 11, 2010, 8:00am-5:00pm  
**Course Number: 20105-000140**
- Wed. & Thur., April 7 & 8, 2010, 5:00-9:00pm  
**Course Number: 20105-000152**
- Thursday, April 29, 2010, 8:00am-5:00pm  
**Course Number: 20105-000161**
- Thursday, June 17, 2010, 8:00am-5:00pm  
**Course Number: 20105-000183**

- Thursday, July 15, 2010, 8:00am-5:00pm  
**Course Number: 20111-000010**
- Thursday, August 5, 2010, 8:00am-5:00pm  
**Course Number: 20111-000021**

## ■ 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. 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/> **Prerequisite:** Microsoft Access 2007: Basic or equivalent experience.

- Thursday, October 22, 2009, 8:00am-5:00pm  
**Course Number: 20103-001594**
- Tue. & Thur., Nov. 10 & 12, 2009, 5:00-9:00pm  
**Course Number: 20103-001604**
- Thursday, February 18, 2010, 8:00am-5:00pm  
**Course Number: 20105-000129**
- Thursday, March 18, 2010, 8:00am-5:00pm  
**Course Number: 20105-000143**
- Thursday, May 6, 2010, 8:00am-5:00pm  
**Course Number: 20105-000165**
- Thursday, June 24, 2010, 8:00am-5:00pm  
**Course Number: 20105-000184**
- Thursday, July 22, 2010, 8:00am-5:00pm  
**Course Number: 20111-000014**
- Thursday, August 12, 2010, 8:00am-5:00pm  
**Course Number: 20111-000025**

## ■ Microsoft Office Access 2007: Advanced

Learn to create advanced report, 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. 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/>



**Prerequisite:** Microsoft Access 2007: Intermediate or equivalent experience.

- Wednesday, November 4, 2009, 8:00am-5:00pm  
**Course Number: 20103-001601**
- Monday, February 22, 2010, 8:00am-5:00pm  
**Course Number: 20105-000131**
- Thursday, March 25, 2010, 8:00am-5:00pm  
**Course Number: 20105-000146**
- Monday, May 24, 2010, 8:00am-5:00pm  
**Course Number: 20105-000172**
- Monday, July 26, 2009, 8:00am-5:00pm  
**Course Number: 20111-000015**
- Monday, August 16, 2010, 8:00am-5:00pm  
**Course Number: 20111-000026**

## Microsoft Office Specialist Certification

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

This document can be made available in alternative formats to individuals with disabilities by calling 651-779-3354, 1-800-228-1978 or through the Minnesota Relay Service at 1-800-627-3529.

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