

# Computing – Access

## Using XP with Microsoft Professional Suite

(NATIONALLY RECOGNISED)

### **Create and use databases (BSBITU301A)**

**Source:** Certificate III in Business Administration (BSB30407)

**Course Description:** This unit describes the performance outcomes, skills and knowledge required to create simple two table relational databases with reports and queries, for the storage and retrieval of information.

**Underpinning Skills:** BSBITU101A – Operate a personal computer

**Qualification Issued:** Statement of Attainment

**Study Materials Supplied:** BSBITU301A Workbook

**Course Delivery:** This unit is taught on an independent learning basis, where students work at their own rate through a workbook and series of structured exercises. A facilitator is available during the class to give personal assistance when needed.

#### **Full-time/Part-time Study**

*Length of Course:*

Up to 8 sessions

1 Session = 3 hours

Total Course = 24 hours

**(Can be completed over 4 days or up to 10 weeks)**

*Available:*

Monday to Friday from 9.00 to 12.00 and 1.00 till 4.00

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