

**TEMPLE COLLEGE  
BUSINESS & COMMUNITY EDUCATION  
DEPARTMENT**



# **MS ACCESS**

**Course Code: ITSW 1053**

**Fee: \$88 0.8 CEU's**

An introduction to database concepts including: program parameters, data dictionary, optional field characteristics, calculations, constant default values, database organization, and report generation. Design a database; query a database; and design data entry forms and reports.

**Saturday, October 24**

**8am-5pm**

**OR**

**Wednesday, November 11**

**8am-5pm**

***Easy Ways to Register:***

**By phone:** with your credit card call the Community Education Office at (254) 298-8616 & 298-8625

**In Person:** Temple College Downtown Center, 101 N. Main St. (corner of Adams & Main St) Monday through Thursday 8AM-5:30PM & Fridays 8AM-Noon

**By Mail:** Mail your check or money order along with a completed registration form to: Community Education, Temple College, 2600 South First Street, Temple, TX 76504-7435

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