



# MS Access Training Course Brochure

---

1 Day Practical Workshop



## Contents

Course Overview .....	2
Why Choose DCM Learning .....	3
Course Objectives & Benefits .....	4
Trainer Profiles.....	5
Who We Work With .....	7
Contact Details .....	8



# The Right Fit.....For You

## Our 1-day Microsoft Access course covers a range of topics, which will introduce Louth County Council staff to Microsoft Access features and the steps required to use these features correctly.

Our experience tells us that people learn better by doing and this is a highly practical course. We encourage all learners to bring a laptop on the day so they can practice what they learn and take advantage of having our trainer to hand to help them with any problems they are trying to solve.

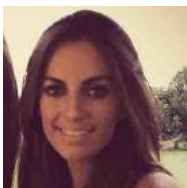
On this course staff will learn how to design and create tables for a new database. You will learn how to construct these tables in the database and link them with primary key fields. You will be shown how to create the relationships between the tables and how to extract information from them using queries.

Below you will find a list of possible topics suitable for those at introductory and intermediate level.

Based on the needs of the team our trainer will work with you to tailor a course that covers the topics that are relevant to the team.

*"Everyone thought Andrew was great and the course really developed their skills as internal trainers."*

**Dearbhla Casey, HR Manager, Irish Country Meats**



*"We are all very happy with the training carried out last week & will definitely be in contact in the future"*

**Aoife O'Rourke, Key Account Manager, Tool & Plastic**



*"Great exercises, very relaxed and great models to explain, learning process and delivery of the information."*

**Jonathan Latimer, Fleet Training Instructor, City Jet**





# Why Choose DCM Learning

At DCM Learning we have a strong culture of working in long-term relationships with our clients. Although it's a bit of a cliché, we strongly believe that our client relationships are partnerships and that's the best way for our clients to get the best results.

## Specific reasons to choose DCM:



**Support:** 15 full-time training consultants plus support staff (21 in total). We are large enough to be well resourced but small enough to care.



**Experienced:** We have many years' experience providing customised training programmes for small and large companies. Last year, we delivered onsite training with 521 companies.



**Excellent Trainers:** Our trainers combine professional training know-how with relevant experience in their chosen training field



**Quality Assured Training:** Make sure you Safeguard Your Training Investment. DCM offer courses accredited by the following national and international certification bodies.



## You're in Good Company

We work with small and large companies, individuals, Government Agencies, Universities and blue chip companies such as Google, AIG, Glaxo Smith Kline, and Symantec, so you can have confidence in our ability to deliver the results you want to achieve.





# MS Access Training

## COURSE OVERVIEW

Our 1-day Microsoft Access courses cover a range of topics, which will introduce you to Microsoft Access features and the steps required to use these features correctly. This 1-day course is highly practical and each learner will have the opportunity to work on their own databases.

We can incorporate your existing databases into the training and our trainer will also work with you before the course to get your input and tailor the content as needed.

## LEARNING OUTCOMES

By the end of the course each learner will be able to:

- Use database templates
- Plan for good design
- Learn about keys and data types
- Create tables; Save add and navigate data
- Create relationships between tables

## TOPICS COVERED

- Create and design Access databases
- Work with Access tables, relationships, keys and constraints
- Query data
- Manage and design interfaces with Access Forms
- Create basic to advanced reports



## Joe O'Connor

### Training Associate

Joe has extensive experience at a senior management level in Ireland and internationally. He has worked in training and development for over 15 years, helping people and organisations of all sizes and sectors achieve their goals.

Joe is an accomplished training consultant with a thoughtful and thought-provoking approach, yet he is entertaining and engaging. He has managed projects in Ireland and the UK and has developed and delivered process and management training.

He is an acknowledged expert in Project Management, Microsoft Project, Microsoft Visio and Microsoft Office.

Some of Joe's qualifications and affiliations include:

- Project Management Professional (PMP)®
- APM Certified PRINCE2 Foundation (UK)
- Microsoft Certified Project Master Instructor
- Microsoft Certified Office Specialist Master Instructor



# Inhouse Training, One Size Doesn't Fit All.

**Does your team need training? DCM Learning has a full range of training courses and qualifications available for your team and company, in-house or off-site.**

Based on your requirements, we will develop a custom-made training programme and deliver it specifically for your employees in a chosen location - giving them the exact skills and knowledge they need whilst saving on venue hire, travel, time and associated expenses.

Each daily session will be delivered onsite at a location of your choosing over a 7-hour period. We are flexible on group size, but for group sessions we would recommend a maximum of 15 people to allow for the more interactive elements of the course.

Below is an overview of our Inhouse Training Delivery and Costs:

Details	1 Day Training	2 to 5 Days Training	6+ Days Training
<b>Cost</b>	€1,095 per day	€995 per day	€895 per day
<b>Materials</b>	Included	Included	Included
<b>Travel Expenses</b>	Included	Included	Included
<b>Areas Covered</b>	All Counties	All Counties	All Counties
<b>Customisation</b>	Course Customised	Course Customised	Course Customised
<b>Survey</b>	Pre & Post Course Survey	Pre & Post Course Survey	Pre & Post Course Survey
<b>Account Management</b>		Dedicated Account Manager	Dedicated Account Manager
<b>Free Public Course</b>		1 Free Place	3 Free Places
<b>Public Course Discount</b>		15%	25%



# Who We Work With

We train organisations of all shapes and sizes, from small businesses up to global enterprises. But we never forget that every individual matters, and we make sure that every learner gets what they need to reach their potential.







**Set your career on the  
right course**

**DUBLIN**

☎ 01 5241338  
✉ [dublin@dcmlearning.ie](mailto:dublin@dcmlearning.ie)  
📍 Guinness Enterprise  
Centre

**CORK**

☎ 021 2429691  
✉ [cork@dcmlearning.ie](mailto:cork@dcmlearning.ie)  
📍 Atrium Business Centre  
Blackpool Business Park

**DROGHEDA**

☎ 041 9865679  
✉ [drogheda@dcmlearning.ie](mailto:drogheda@dcmlearning.ie)  
📍 24 Laurence Street  
Co. Louth