



Continuing Education

St. Louis County and Municipal Police Academy

◀ Program Announcement ▶

MICROSOFT ACCESS 2003

This seven hour program, through explanations, demonstrations and live practice sessions, teaches the basics of the *Microsoft Access Database* program.

Topics include:

- How to identify the overall screen layout and features of Access and how to work with Windows and Windows controls, including menus, toolbars, buttons and icons
- A practical instruction to building databases in general and how to create a database
- Building Tables, a look at Fields and Keys
- Building Forms, Wizards and Controls
- Building Queries, How to use and save them
- Building Reports, Output techniques and options
- Parameter Queries & Action Queries
- Query Joins & Cross Queries
- Advanced Form Techniques
- Advanced Reporting Techniques
- Basic Macros

Users are encouraged to bring questions and a sample of their databases to discuss in class.

This class assumes some limited experience in using a computer.

An Academy computer instructor will instruct the student through lecture, demonstration and practical exercises.

Session: One & Two

Date(s): March 3, 2010 and August 18, 2010

Time: 8:00 a.m. - 4:00 p.m. - 7 Hour Class

Place: St. Louis County and Municipal Police Academy
1266 Sutter Avenue
St. Louis, MO 63133-1934

WHO SHOULD ATTEND: Commissioned Officers & Non-Commissioned Personnel - Technical Studies

ATTENDANCE IS LIMITED TO 12 PARTICIPANTS

To reserve your seat, please mail or fax your Continuing Education Registration Form to be received by 1 week prior to class start date. Reservations will be taken from non-tuition paying departments at a cost of \$50 per seat, and will be placed on standby. Standby seats will be notified if their reservation is accepted, depending upon seat availability. Non-tuition paying departments will be invoiced, whether or not the seat is used, after acceptance of standby notice.

PLEASE USE THE REGISTRATION FORM ON THE BACK



Continuing Education

St. Louis County and Municipal Police Academy

< Registration Form >

PROGRAM: MICROSOFT ACCESS 2003 - **Session:** One & Two

TRAINING DATE(S): March 3, 2010 and August 18, 2010

Please circle date or indicate date by registrant(s) name

TRAINING TIMES: 8:00 a.m. - 4:00 p.m. - 7 Hour Class

TRAINING LOCATION: St. Louis County and Municipal Police Academy
1266 Sutter Avenue
St. Louis, MO 63133-1934

INITIAL SEATS PER DEPT: Two - all others standby. Prioritize names on list below. (1) will be registered first, then (2), etc.

Please use this form to register employees for the above listed program only. Return the form to arrive at the C.M.P.A. by 1 week prior to class start date. All forms must be submitted through the appropriate department training officer. No individual registrations will be accepted. Check your department procedures. *Please note request for employee's email address.*

(PLEASE TYPE OR PRINT CLEARLY)

PRIORITY

1. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ EMPLOYEE'S EMAIL: _____

2. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ EMPLOYEE'S EMAIL: _____

3. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ EMPLOYEE'S EMAIL: _____

4. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ EMPLOYEE'S EMAIL: _____

Authorized Training Registrar: _____
(must sign here)

Print or type Registrar's Name: _____ Title: _____

Department: _____ Phone: _____ - _____

Registrar Return:	By Mail: St. Louis County and Municipal Police Academy Continuing Education / Registration 1266 Sutter Avenue Wellston, MO 63133-1934	By FAX: 314-863-2317
		Questions call: 314-889-8600