

# Access Specialist Certification Program

Earn a certification in Microsoft Access. This program includes our Access Essentials class, two hours of private training, and the Access Certification exam.

Group classes in NYC and onsite training is available for this course. For more information, email [contact@nyimtraining.com](mailto:contact@nyimtraining.com) or visit: <https://training-nyc.com/courses/access-specialist-certification-bundle>



[contact@nyimtraining.com](mailto:contact@nyimtraining.com) • (212) 658-1918

## Course Outline

This package includes these courses

- Microsoft Access Level I (6 Hours)
- Microsoft Access Level II (6 Hours)

This package also includes two hours of private training, the Microsoft Access Specialist Exam (with a free retake), and proctoring for the exam. Schedule the private training and exam after you complete the group class.

### Microsoft Access Level I

The course begins by reviewing the core features and functions of the Access database, so if you've never used Access, it's the perfect place to start!

By the end of the course, you'll know how to work with tables, query data, create forms, and generate reports. You'll have skills to use Microsoft Access for everyday tasks.

### Microsoft Access Level II

In Microsoft Access Level II, you'll learn how to write advanced queries and organize your database for maximum efficiency. If you've taken Microsoft Access Essentials or already understand the basics, this is the perfect course for you. At the end of this intermediate Microsoft Access class, you'll be able to join tables, implement data validation techniques, and use advanced reporting functions.