



**Human Resources Service Center Southeast
Training Center, Code 30
1800 Dong Xoai, Moreell BLDG 60
Gulfport, MS 39501
COURSE ANNOUNCEMENT #G13-03**

COURSE TITLE: Advanced Access 2007

VENDOR: Sullivan Training Consultants 710 Azalea Dr. # 475 Hampstead, NC 28443

DATE(S): 25 April 2013

TIME: 8:00-4:00

LOCATION: HRSC SE, Training Center, 1800 Dong Xoai Ave, Moreell Building 60, Rm 118 CBC
Gulfport, MS

COST PER PERSON: \$135.00

DEADLINE FOR REGISTRATION: . Submit a SF 182 2 Apr 13 NLT to the POC stated below

COURSE DESCRIPTION: Upon successful completion of this course, students will be able to:

- Restructure data into appropriate tables to ensure data dependency and minimize redundancy.
- Write advanced queries to analyze and summarize data.
- Create and revise Microsoft® Office Access™ 2007 macros.
- Display data more effectively in a form.
- Customize reports by using various Microsoft® Office Access™ 2007 features, making them more effective.
- Maintain your database using tools provided by Microsoft® Office Access™ 2007.

ELIGIBILITY: All civilian and, military employees.

ENROLLMENT POINT OF CONTACT: Lucy Galster at DSN: 868-2641 or
Comm (228) 871-2641 or email: lucy.galster@navy.mil

REGISTRATION INFORMATION: Fax your SF 182 to HRSC SE, Attention: Lucy Galster, Fax DSN: 868-2400 or Commercial (228) 871-2400 or scan and email. Class size is limited and enrollment will be on a first come first serve basis. This course can only be attended by those activities that have the ability to pay using the government purchase card. **The cardholder's name, mailing address and commercial telephone number must be in block 6. In addition, please provide your email address on the SF 182. The course coordinator should be notified immediately of any need for special accommodations, i.e., wheelchair access, sign language interpreter, reader, etc.**

CANCELLATION: To cancel an employee from training after submission of a SF 182, written notification must be received prior to the registration deadline. Substitutions after the registration deadline are authorized provided the POC is notified prior to class date. Failure to do so will result in the activity paying the tuition fee.