

## **COURSE DURATION**

15 hours

## **COURSE SYNOPSIS**

This course sets out the skills and knowledge to make use of Visual Basic functions to automate and customise processes in Access using coding.

## **TARGET AUDIENCE (OPERATIONAL, SUPERVISORY & MANAGERIAL)**

This training is relevant to.....

## **ASSUMED SKILLS**

- Learners must be able to read, write, speak and listen to English at secondary school level
- Learners to have minimum GCE 'O' level or ITE certificate education
- Learner should have at least 1 year's working experience in any industry
- Learners must have working knowledge of using an Access database application that they have built themselves. They should also understand table, query, form and report.

## **TRAINING METHODOLOGIES**

Lectures, demonstration and hands-on activities designed to provide practical experiences with skills being taught.

## **COURSE CONTENT**

### **Learning Unit 1: Introduction to VBA**

- Macros in Access
- Visual Basic Editor Environment

### **Learning Unit 2: Beginning with VBA**

- Learning about Objects & Property
- Variables, Data Type & Constants
- Understanding Events

### **Learning Unit 3: VBA Core**

- Procedures, Functions and Constructs
- Error Handling

### **Learning Unit 4: VBA for Databases**

- VBA for Database Design