



MOORE NORMAN
TECHNOLOGY CENTER

Course Syllabus

Access 2016 - Level II
CI276

Hours: In Class 65 Clinical Total 65

Description

You have conquered Access 2016 Level I and you are ready to continue to complete your Access 2016 training. In this level II course, you will gain the remaining skills using hands-on exercises to be able to sit for both the Microsoft Access Specialist and Access levels of the Microsoft Office certification examinations. The skills you will acquire in this course can make you more valuable to your employer, and the FlexTrack format allows you to complete the course on your schedule!

Prerequisites

Must have completed CI275 Access 2016 - Level I

Books

Benchmark Series: Microsoft Access 2016 Level II

- ISBN: 978-0-76386-998-4 (Included)

Learning Objectives

1. Design the structure of tables to optimize efficiency and accuracy of data. Select the appropriate field data type based on analysis of source data.
2. Disallow blank field values, and allow/disallow zero-length strings in a field. Create custom formats. Create a custom input mask.
3. Interact with an attachment field with multiple attachments. Store history of changes to a memo field. Use rich text formatting for a memo field.
4. Create and edit relationships between tables including one-to-many, one-to-one, and many-to-many relationships. Define a table with a multiple-field primary key.
5. Create a lookup field and modify a lookup field's properties. Create a lookup field that allows multiple values. Create single-field and multiple-field indexes.
6. Create and run a parameter query to prompt for criteria. Add and remove tables to and from a query. Save a filter as a query.
7. Create an inner join, a left join, a right join, and a self-join. Create a query that includes a sub-query. Assign an alias to a table and a field name.
8. Interact with a make-table query, a delete query, an append query, and an update query. Select records using a multivalued field in a query.
9. Create and modify custom forms in Design view using all three form sections. Modify form properties to restrict actions allowed in records.
10. Create and modify custom reports in Design view using all five report sections. Group records including adding functions and totals. Create and modify charts in a report.
11. Create a new database using a template. Evaluate tables and databases using the Table Analyzer Wizard and the Performance Analyzer.
12. Add a group of objects to a database using an Application Parts template. Print documentation about a database using the Database Documenter. Split a database.
13. Create, run, edit, and delete a macro. Create and edit a Navigation form. Use error checking options. Create an ACCDE database file.
14. Import data from a text file or from another Access database. Link to a table in another access database. Save import specifications.
15. Save and run export specifications. Save an object as an XPS document. Summarize data using a PivotTable or a PivotChart.

Teaching Philosophy

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

Teaching Methods

Methods include individual instruction and demonstration.

Evaluation Methods

A certificate of completion requires successful completion of all assigned work within the established time frame. Types of graded assignments will be projects, review questions and tests. Instructors maintain Performance Records in the students folders and students may review them to keep track of their points.

Grading Policy

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = Below 60%

A course grade of D does not qualify the course as a prerequisite to other courses.

Student Responsibilities

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at www.mntc.edu/board-policies. Printed copies are available upon request.

While participation is not graded, MNTC expects the student to utilize either the lab or home computer as needed for completion of assignments.

While attendance is not considered for grade, students should attend the lab for assistance and make a schedule to complete all assignments.