



Access 2019 - Level II (Hybrid)
MCI307

Hours: In Class 40 Clinical 0 Total 40

Description

What are hybrid classes? Our hybrid courses offer you a great alternative to traditional face to face classes. These incredibly popular courses offer you access to an all-inclusive learning experience by incorporating in person and online learning. You choose when you want to come into our FlexTrack Lab or log in from home and get the support you need to become successful. We aim to offer you more flexibility than traditional classes.

Enrollment is open Monday thru Friday. If you attend the orientation on campus and feel you have a handle on the coursework, you can continue forward online. Hit a trouble spot? Come in for assistance and keep coming in or jump back into online work. This course offers you the opportunity to do what works best for you. Contact us for more details to get started right away. This course is designed for a Windows PC or a Mac running Parallels Desktop.

This course is for those wishing to learn Intermediate-level coverage of Access 2019 & 365 (combine this course with Access 2019 level I and III for comprehensive learning and If you are interested in certification, this course will also help prepare you for the Expert level of the Microsoft Office Specialist: Access Expert certification examination). This course comes with a MOS practice exam. In the course, you will use Microsoft Access 2019 to become effective in the workplace, at school, or at home. 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

MCI306 - Access 2019 - Level I

Books

Access 2019 & 365: Level II

- ISBN: 978-1-64061-157-3 (Included)

Learning Objectives

1. Create and modify relationships, format a table datasheet layout, modify table structures, set field properties, use the Lookup Wizard
2. Create a form that contains a subform, add a calculated control to a form, add a total row to a form, disable form fields, add ScreenTips to forms, create pop-up forms
3. Create a crosstab query, create a find unmatched query, create a find duplicates query, create and run parameter queries, create and run action queries
4. Import a report into a database, add a subreport to a main report, create a report from a subreport, create calculated controls on a subreport, set page breaks in reports, add a chart to a report

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.