



**MOORE NORMAN**  
TECHNOLOGY CENTER

Course Syllabus

**Access - Basic**  
OT401

Hours:    In Class 6                    Clinical                    Total 6

**Description**

Explore the basic functions and features of Microsoft Access. Learn to how to design and create a basic database and explore the basic uses of form, queries and reports.

**Prerequisites**

Students should be familiar with personal computers and the use of a mouse and keyboard. Students who may want to save their work are encouraged to bring a USB flash drive.

**Books**

Access 2016 Introduction Quick Reference                    - ISBN: 978-1-944684-11-2    (Included)  
Microsoft Office Access 2016: Part 1                    - ISBN: 1424625653            (Included)

**Learning Objectives**

- Identify and use the Access environment and demonstrate how to navigate in a 2016 database file
- Discuss planning a new database and learn to create database files
- Create new tables and set appropriate data type and field descriptions
- Set properties on fields in tables and learn to alter field properties
- Find, sort, filter, and edit records in tables, queries, and forms
- Create, save, and run queries using criteria expressions, including AND, OR, and NULL conditions
- Utilize comparison operators in query criteria
- Design basic data entry forms

**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.

**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](http://www.mntc.edu/board-policies). Printed copies are available upon request.