



**MOORE NORMAN**  
TECHNOLOGY CENTER

Course Syllabus

**Access - Intermediate Part 2**  
OT403

Hours:    In Class 4                    Clinical                    Total 4

**Description**

Build on the skills acquired in the Access Intermediate Part 1 course. You will learn how to add controls and graphics to forms, customize reports, create and modify charts and create and utilize pivot tables..

**Prerequisites**

ot402 - Access - Intermediate Part 1. Students who may want to save their work are encouraged to bring a USB flash drive.

OT402 Access - Intermediate Part 1

**Books**

Microsoft Office Access 2016: Part 2

- ISBN: 142462567X

(Included)

**Learning Objectives**

- Add controls, graphics and calculated values to forms
- Customize reports with headers, footers and calculated controls
- Set up mailing labels using data stored in tables
- Create and modify charts in forms and reports
- Create pivot tables and pivot charts to analyze and summarize data

**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.