MOORE NORMAN
TECHNOLOGY CENTER

Course Syllabus

Access - Advanced

OT404

Hours : In Class 6 Clinical Total 6

Description

This course is designed to build on the skills introduced in the Intermediate Access classes. It will also help prepare you for the Expert Level of the Microsoft Access certification examination. Create queries using SQL, create macros and link database objects. Learn to import and export data.

Prerequisites

ot403 - Access - Intermediate Part 2 or equivalent experience. Students who may want to save their work are encouraged to bring a USB flash drive.
OT 403 Access - Intermediate Part 2

Books

Microsoft Office Access 2016: Part 3 - ISBN: 1424625912 (Included)

Learning Objectives

Write a query using SQL
Create advanced queries
Create advanced macros
Import and export objects
Describe the process to optimize resources and protect databases

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. Printed copies are available upon request.