



**MOORE NORMAN**  
TECHNOLOGY CENTER

Course Syllabus

**Access: Tables and Basics**  
OT550

Hours:    In Class 3                    Clinical                    Total 3

**Description**

Create and work with a database file. Import Excel spreadsheet data, create tables, and set the primary key in a table. Use view modes table design and datasheet. Add and edit records and fields. Work with deleting records, including cascading deletes. Set table properties, create drop-down lists, create and work with table relationships and data integrity. Sort, search and filter table records.

**Books**

Access 2016 Intermediate Quick Reference                    - ISBN: 978-1-944684-12-9 (Included)  
Access 2016 Introduction Quick Reference                    - ISBN: 978-1-944684-11-2 (Included)

**Learning Objectives**

Create and work with a database files from multiple sources  
Add and edit, delete and cascade delete records and fields  
Sort, search and filter table records

**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.