



MOORE NORMAN
TECHNOLOGY CENTER

Course Syllabus

Access: Mastering Reports
OT553

Hours: In Class 3 Clinical Total 3

Description

Create grouped and ungrouped reports from tables and queries. Add new fields and calculations to reports. Work with sorting, grouping, and subtotals. Diagnose and solve report issues. Work with default and group sections in report design. Summarize data and control page output using report grouping options.

Books

- ISBN: (Included)

Learning Objectives

Create grouped and ungrouped reports from tables and queries.
Add new fields and calculations to reports.
Summarize data and control page output using report grouping options

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.