BOTE 257 Database Management

Course Description: This course gives students an opportunity to learn how to utilize database software. Including: report creation, database structures, queries, form development, complex reports, integration, managing database objects, creating macros, graphical reports and database maintenance

Course Objectives:
- ⇒ Create and manage information using computer technology
- ⇒ Demonstrate the ability to organize, distribute and store information using database software
- ⇒ Demonstrate the ability to apply concepts learned to independent challenge problems
- ⇒ Demonstrate the ability to interpret and synthesize information resulting in problem solutions
- ⇒ Demonstrate a working knowledge of database software
- ⇒ Integrate database records with other business documents correctly and accurately

Instructor: Ms. Diane R Keller
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Office Hours: MWF 9:00am-9:50am
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Lecture/Lab Schedule: MWF 9:00am-9:50am / Thatcher Hall 214

Textbook(s): Microsoft Office Access 2007:
Shelly, Cashman, Pratt ISBN: 978-1-4188-4341-0
1 GB or larger USB drive

Course Requirements: Instructional procedures include lecture, daily assignments, objective, and production tests.
   Prerequisite courses: CIS 115 Introduction to Computers or instructor approval

Grading Methods
Daily Work (randomly)
Production Exams
Objective Exams
Quizzes
Final Project

Grading Scale
A = 93%
B = 85%
C = 77%
D = 69%
F = Below 69%

Grades will be calculated by dividing total points earned by total points available from assigned work.

Tentative Course Outline:

- ⇒ Creating and Using a Database
  - o Designing a database
  - o Creating a Table
  - o Simple Form, Simple Report
- ⇒ Querying a Database
  - o Creating queries
  - o Entering criteria
  - o Sorting
  - o Joining Tables
  - o Calculations
  - o Crosstab Queries

- ⇒ Maintaining a Database
  - o Updating Records
  - o Filtering Records
  - o Changing the Database Structure
  - o Mass Changes
  - o Multivalued Fields
  - o Referential Integrity
- ⇒ Creating Reports and Forms
  - o Report Creation
  - o Multi-Table Reportsa
  - o Form Creation
- ⇒ Multi-Table Forms
  - o Adding Special Fields
  - o Updating the New Fields
  - o Data, Memo, and Yes/No Fields in Queries
- ⇒ Using Macros, Switchboards, PivotTables, and PivotCharts
  - o Creating and using Macros,
  - o Creating and Using a Switchboard
  - o PivotTables and PivotCharts
- ⇒ Advanced Report Techniques
  - o Creating Reports in Design View
  - o Mailing Labels
- ⇒ Advanced Form Techniques
  - o Combo boxes, Command Buttons, and Option Groups
  - o Creating a Multi-Page Form
- ⇒ Administering a Database System
  - o Converting Databases,
  - o Navigation Pane
  - o Table and Database Properties
  - o Special Field Properties
  - o Creating and Using Indexes
  - o Automatic Error Checking
  - o Smart Tags
  - o Encrypting
  - o Digital Certificates
  - o Trust Center
  - o Locking
  - o Splitting
- ⇒ More on Relational Database Design

Relationship to Campus Theme:

Technology: The course focuses on knowledge and application of technology

Classroom Policies:

⇒ Students are required to complete all class activities.
⇒ Attendance is required. Quizzes and tests cannot be made-up. Exceptions may apply when students are excused because of a school function or if an emergency arises. Arrangements must be made with the instructor prior to class time. Excused absences will be handled on an individual basis.
⇒ Assignments are due at the designated time, even if you will be or were absent. Assignments handed in late will lose 50% of the grade that would have been earned if the work had been handed on the due date.
⇒ Bring your textbooks, and writing tools each day to class. It is recommended that each student have a pocket folder in which to keep assignments.
⇒ Bring a positive, cooperative attitude to class each day.
⇒ Using the computer for gaming, chatting or activities other than the program required for class is prohibited. People who do so may be asked to leave the classroom.
⇒ Turn off cell phones and other electronic devices, as they are distracting to everyone in the room.

Academic Integrity:

Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. (Student handbook p.19)

⇒ Students will receive no credit for work that fails to meet standards of academic integrity.
⇒ If a person participates in academic dishonesty more than once, the result will be an F for the course.

Disabilities and Special Needs: If you have a disability for which you need accommodation, contact me within the first week of the semester. Learning Center disability support services are available also: phone 701-228-5477 or toll-free 1-888-918-5623.