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CRT 181T.01: Introduction to Database Software

Rhonda Tabish
*University of Montana - Missoula College, rhonda.tabish@umontana.edu*

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CRT181 Introduction to Database Software
Prerequisite: CRT101
Credits 2

T,R 11:10 – 12:30 AD14

Rhonda Tabish
Rhonda.Tabish@umontana.edu
243-7808
Office hours by appointment

COURSE DESCRIPTION:
Basics of using a current database software package. Emphasis on use of a database to solve business problems.

STUDENT PERFORMANCE OBJECTIVES:
1. Students will become familiar with Access 2002 database application.
2. Students will become proficient in creating and using tables.
3. Students will learn how to create relationships between database tables.
4. Students will learn how to create and use forms, reports, mailing labels, and charts.
5. Students will learn how to use database wizards and office links.
6. Students will learn how to perform queries and how to filter records.

TEXT: Microsoft Access 2002, by Meredith Flynn and Nita Rutkosky, EMC Paradigm

SUPPLIES:
Three 3.5" diskettes, high-density

EVALUATION:
A final grade will be determined by total points received on assignments and quizzes in relationship to total points available.

Assignments must be submitted by 4:00 p.m. on the date due. Late assignments will not be accepted.
In-class exercises cannot be made up.

Makeup tests are not offered. Emergency situations are handled privately on a case by case basis.

**GRADING SCALE:**

- 93 – 100  A
- 87 – 92  B
- 80 – 86  C
- 74 – 79  D

**FINAL:**

Monday, December 12, 10:00 – 12:00

**ACADEMIC INTEGRITY:**

Students are expected to follow the University of Montana Student Code. The code includes the following:

**Academic Misconduct:**

... Academic misconduct is defined as all forms of academic dishonesty, including but not limited to:

- **Plagiarism:** Representing another person’s words, ideas, data or material as one’s own.
- **Substituting or arranging substitution, for another student during an examination or other academic exercise:** Knowingly allowing others to offer one’s work as their own.

Student Code copies are available at Student Services or [www.umt.edu/studentaffairs/](http://www.umt.edu/studentaffairs/)

**DISABILITY ACCOMMODATION:**

Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please speak with me after class or in my office. Please be prepared to provide a letter from your DSS Coordinator.
CRT181 Introduction to Database Software
Course Outline:

I. Creating a Database Table
   A. Organizing Data in a Database Table
   B. Entering Data into a Table
   C. Printing a Table
   D. Maintaining a Table
   E. Modifying a Table

II. Creating Relationships between Database Tables
   A. Creating Related Tables
   B. Primary and Foreign Keys
   C. Establishing Relationships
   D. Printing Table Relationships
   E. Subdatasheets

III. Creating a Table Using a Wizard and Using Help
   A. Creating a Table Using the Table Wizard
   B. Spell Check
   C. Finding and Replacing Data
   D. Using Help

IV. Performing Queries and Filtering Records
   A. Designing a Query
   B. Query Criteria
   C. Sorting Fields
   D. Using the Simple Query Wizard
   E. Filtering Data

V. Creating Forms
   A. AutoForm
   B. Using the Form Wizard
   C. Creating a Form in Design View

VI. Creating Reports, Mailing Labels, and Charts
   A. Creating Reports Using AutoReport
   B. Creating Reports Using Report Wizard
   C. Creating Reports Using Design View
   D. Preparing Mailing Labels
   E. Creating a Chart
VII. Importing and Exporting Data
   A. Using Office Links
   B. Importing and Linking Data to a New Table
   C. Using the Office Clipboard

VIII. Creating Web Pages and Using Database Wizards
   A. Creating a Data Access Page
   B. Creating a Database with a Wizard

IX. Creating Macros
   A. Setting Startup Options
   B. Switchboards
   C. Creating Command Buttons to Run Macros