

Fall 9-1-2005

# CRT 181T.01: Introduction to Database Software

Rhonda Tabish

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## Recommended Citation

Tabish, Rhonda, "CRT 181T.01: Introduction to Database Software" (2005). *Syllabi*. 9965.  
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The University of Montana

## College of Technology

Fall Semester 2005

### **CRT181 Introduction to Database Software**

Prerequisite: CRT101

Credits 2

### **Rhonda Tabish**

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243-7808

Office hours by appointment

**T,R** 11:10 – 12:30 AD14

### **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