7/1/04   MINNESOTA SCHOOL OF BUSINESS
                                       GLOBE COLLEGE
                              TECHNICAL COURSE SYLLABUS

COURSE NUMBER: **DB100**   COURSE TITLE: INTRODUCTION TO DATA BASE
COURSE LENGTH: 12 WEEKS   CREDIT HOURS: 4
PREREQUISITES: CONTACT HOURS: 60 (LECTURE 20/LAB 40)

TEXT: ACCESS 2000, AppDev Technical Publishing

COURSE DESCRIPTION: Students will become familiar with the Windows Operating system and Microsoft Access and database design and development. In addition, students will use Microsoft Access 2000 to create a Database. The course emphasis is on making the student feel comfortable working with Access 2000, creating a Database, and understanding Database functions on the PC platform.

COURSE OBJECTIVES: Upon completion of this course, students will be able:

1.   Create relational database using Microsoft Access.
2.   Identify entities and database concepts.
3.   Design basic logical data models.
4.   Use SQL to build and manipulate Access databases.
5.   View, add, and edit data using Forms and Tables.
6.   Sort and filter records.
7.   Preview and print reports including presenting grouped data.
8.   Work with external data.
9.   Turn data into meaningful information, design queries, and analyze data.
10.   Merge data from tables into one form.
11.   Redefine your database, customize forms and reports.
12.   Apply the basics of using your data base with a web design.
13.   Build a web page sung text and text attributes.
14.   Create a set of interactive data access pages.
15.   Use the data access page designer.
16.   Explore the VBA Integrated Development Environment.
17.   Create modules and procedures in VBA.
18.   Execute and test VBA code.

COURSE OUTLINE

Topics and Class Activities   **Required Reading**

WEEK 1
Basic overview of Windows Operating System
Saving files on the Windows Operating System   Navigating the Windows Operating System
What is Microsoft Access 2000
The Access Desktop
Creating a Table-Saving a Table
Closing a Table, a database and quitting Access
Opening a Database
Previewing and Printing
Creating Additional Tables

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Week 1 Continued
Using a From to View Data
Creating a Report
Closing a Database
Access Help System

WEEK 2
Creating a New Query
Including All Fields in a Query
Closing the Design Grid
Entering Criteria
Using Compound Criteria
Sorting Data in a Query
Joining Tables
Using Calculated Fields in a Query Calculating Stats
Saving a Query
Closing a Database

WEEK 3
Adding, Changing, and Deleting Records in a Table
Changing the Structure of a Database
Creating Validation Rules
Specifying Referential Integrity
Using Subdatasheets
Ordering Records
Creating and Using Indexes

WEEK 4
Data Access Page
Creating a Data Access Page
Previewing the Data Access Page
Using the Data Access Page
Web Feature Summary

WEEK 5
Report Creation
Grouping in a Report
Report Design Considerations
Creating and Using Custom Forms

WEEK 6
Date, Memo, OLE and Hyperlink Fields
Adding Fields to a Table
Updating the New Fields
Advanced From Techniques
Using Date and Memo Fields in a Query

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WEEK 7
Lookup and Input Mask Wizards
Using the input Mask Wizard
Modifying a Reports
Modifying the Form
Creating and Using Macros
Modifying the Copied Macro
Creating and Using a Switchboard
Closing the Switchboard and Database

WEEK 8
Creating a Access Database
Importing an Excel Worksheet into a Database
Using the Access Table
Linking versus Importing

WEEK 9
Creating the Additional Tables
Changing the Layout
Creating Join Queries
Creating a Report
Mailing Labels

WEEK 10
Using Advanced Form Techniques
Creating and Using Combo Boxes
Creating a Form Using Design View
Creating and using PivotTable Forms

WEEK 11
Using Microsoft Access Tools
Using the Analyze Tool
Integrity and Security Features
Creating a Groped Data Access Page
Using Replication
SQL
Closing the Query
Publishing a Database Object as a Web Page
Understanding Data Access Pages

INSTRUCTIONAL METHODS: Class sessions will consist of instructor lectures, demonstrations, hand-on exercises, tutorials, and projects. Students will be assigned reading from required texts and instructor provided handouts. Class will consist of 10 hours of lecture and 40 hours of supervised lab.

Students should expect homework assignments and to spend approximately 3 hours a week in unsupervised lab time outside of class.

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EVALUATIONS METHODS

1000 TOTAL POINTS FOR 12 WEEK QUARTER

2 Tests	(150 points)	300	points
3 Projects	(200 points)	600	points
Attendance and participation		<u>100</u>	<u>points</u>
		1000	points

GRADING:

900 - 1000	= A
800 - 899	= B
700 - 799	= C
600 - 699	= D
599	= F

SUPPLIES REQUIRED

One removable storage cartridge
Notebook
Pen or pencils