

# IT103 DATABASE MANAGEMENT

**Required Media/Equipment/Software:**

GO! with Microsoft Access 2010, Comprehensive, Gaskin, Shelley, Vargas, Alicia, and Marks, Suzanne. Prentice Hall-Pearson, 2011. ISBN 9780135098219.

MyITLab, ISBN 9780132666404

MS Office 180 Trial for Delta Career Education 1<sup>st</sup>, ISBN 9780138007713

Software: Microsoft Windows 7; Microsoft Office 2010; Internet Explorer 8. Instructor will provide information on how to use these packages

Notebook, pen, pencil, highlighter, and floppy disk or USB drive (may be bundled with text).

**Resources:**

MyITLab for Microsoft Office 2010, Library materials, periodicals, newspapers, and Internet resources may be used for research and other purposes.

**Course Objectives:**

Upon successful completion of this course, the student will be able to:

1. Demonstrate database concepts and terminology.
2. Demonstrate how to create and use a basic database.
3. Demonstrate how to work with tables (add, edit, and delete data).
4. Demonstrate how to create, format and edit forms.
5. Demonstrate how to create, format and edit reports.
6. Demonstrate how to create and use queries to manipulate data.
7. Demonstrate and manage data integrity and relationships among tables.
8. Organize and present databases in a business-like format.

SESSION	<p style="text-align: center;"><b>IN CLASS HOURS</b></p> <p style="text-align: center;"><b>DISCUSSION TOPICS and/or LAB ACTIVITIES</b></p> <p>Class Discussion topics may be pulled from your text, assigned websites, or other resources as determined by your instructor.</p> <p>In class hours may include discussion, demonstration, review, presentation or lab activities</p>	<p style="text-align: center;"><b>OUT OF CLASS HOURS</b></p> <p style="text-align: center;"><b>STUDY/PREP/REVIEW</b></p> <p>Please refer to the Study/Prep/Review hours identified on your syllabus to identify the additional hours outside class necessary to prepare for and demonstrate to your instructor your achievement of the course objectives.</p>	<p style="text-align: center;"><b>NOTES</b></p> <p style="text-align: center;"><b>DUE DATES</b></p>
1	<p>Welcome &amp; Introductions Course Overview (Syllabus, Course Outline) Introduce Textbook Review file management procedures Discuss Individual Portfolio Projects</p> <p>Projects, Training and Exams are located at <a href="http://www.pearsoned.com/go">http://www.pearsoned.com/go</a>, as well as <a href="#">MyITLabs</a>. Students should be accessing these sites to practice and submit assignments, complete projects and take exams</p> <p>The instructor will provide login information</p>	<p>Data files may be downloaded from <a href="http://www.pearsoned.com/go">http://www.pearsoned.com/go</a>, <a href="#">MyITLabs</a> or managed locally</p>	<p>Announced and Unannounced quizzes will be given by the instructor</p> <p>End of Tutorial Skills as assigned by instructor may need to be completed outside of scheduled class time</p>
2	<p>Review Microsoft Certification Needs</p> <p>Online Testing/Assignments</p> <p>Procedures if applicable</p>		
3	<p>Creating a Database</p> <ul style="list-style-type: none"> <li>• Creating a Table in Datasheet View</li> <li>• Copying Records from another Access Database</li> <li>• Navigating a Datasheet</li> <li>• Creating a Simple Query</li> <li>• Creating a Simple Form</li> <li>• Creating a Simple Report</li> <li>• Viewing Objects in the Navigation Pane</li> <li>• Managing a Database</li> </ul>	<p>Read Chapter 1, pages 1 - 90</p>	
4	<p>Chapter 1: Getting Started with Access Databases Topic: Creating a Database Access Chapter 1: Project 1A Student Video</p>		<p>Additional time is required outside of class for completion of course objectives</p>
5	<p>Topic: Creating a Database Access Chapter 1: Project 1B Student Video</p>	<p>Case Problems, Assignments, Tasks, Training and Quizzes as assigned by Instructor</p>	
6	<p>Work on Portfolio Project Deliverable 1</p>	<p>Review Assignments</p>	
7	<p>Review</p>		

8	Exam 1		Quizzes: may be announced or unannounced
9	Maintaining and Querying a Database <ul style="list-style-type: none"> <li>• Updating a Database</li> <li>• Introduction to Queries</li> <li>• Creating and Running a Query</li> <li>• Creating a Multi-table Query</li> <li>• Defining Record Selection Criteria for Queries</li> <li>• Defining Multiple Selection Criteria for Queries</li> <li>• Creating a Calculated Field</li> <li>• Using Aggregate Functions</li> </ul>	Read Chapter 2	
10	Chapter 2: Sort and Query a Database Topic: Maintaining and Querying a Database Access Chapter 2: Project 2A Student Video	Case Problems, Assignments, Tasks, Training and Quizzes as assigned by Instructor	
11	Topic: Maintaining and Querying a Database Access Chapter 2: Project 2B Student Video		
12	Review		
13	Work on Portfolio Project Deliverable 2	Review Assignments	
14	Exam 2		
15	Creating Forms and Reports <ul style="list-style-type: none"> <li>• Creating a Form Using the Form Wizard</li> <li>• Finding Data Using a Form</li> <li>• Maintaining Table Data Using a Form</li> <li>• Creating a Form with a Main Form and a Subform</li> <li>• Creating a Report Using the Report Wizard</li> <li>• Using Conditional Formatting in a Report</li> </ul>	Read Chapter 3	
16	Chapter 3: Forms, Filters, and Reports Topic Creating Forms and Reports Access Chapter 3: Project 3A Student Video	Case Problems, Assignments, Tasks, Training and Quizzes as assigned by Instructor	
17	Topic: Creating Forms and Reports Access Chapter 3: Project 3B Student Video		
18	Work on Portfolio Project Deliverable 4	Review Assignments	
19	Review		
20	Exam 3		
21	Creating Advanced Queries and Enhancing Table Design <ul style="list-style-type: none"> <li>• Using a Pattern Match in a Query</li> <li>• Using a List-of-Values Match in a Query</li> <li>• Using an AutoFilter to Filter Data</li> <li>• Assigning a Conditional Value to a Calculated Field</li> <li>• Creating a Parameter Query</li> <li>• Creating a Find Duplicates</li> </ul>	Read Chapter 4	

	<p>Query and a Find Unmatched Query</p> <ul style="list-style-type: none"> <li>• Creating a Top Values Query</li> <li>• Defining Data Validation Rules</li> <li>• Working with Memo Fields</li> </ul>		
<b>22</b>	<p>Chapter 4: Enhancing Tables  Topic: : Creating Advanced Queries and Enhancing Table Design  Access Chapter 4: Project 4A Student Video</p>	Review Assignments	
23	<p>Topic: : Creating Advance Queries and Enhancing Table Design  Access Chapter 4: Project 4B Student Video Objectives 5-7</p>	Case Problems, Assignments, Tasks, Training and Quizzes as assigned by Instructor	
<b>24</b>	<p>Topic: Creating Advance Queries and Enhancing Table Design  Access Chapter 4: Project 4B Student Video Objectives 8 and 9</p>		
25	Work on Portfolio Project Deliverable 4		
26	Review		
<b>27</b>	Exam 4		
<b>28</b>	<p>Enhancing Queries</p> <ul style="list-style-type: none"> <li>• Create Calculated Fields in a Query</li> <li>• Use Aggregate Functions in a Query</li> <li>• Create a Crosstab Query</li> <li>• Create a Parameter Query</li> <li>• Create a Make Table Query</li> <li>• Create an Append Query</li> <li>• Create a Delete Query</li> </ul>	Chapter 5	
29	<p>Topic: Enhancing Queries  Access Chapter 5: Project 5A Student Video</p>		
30	<p>Topic: Enhancing Queries  Access Chapter 5: Project 5B Student Video</p>		
31	Review		
<b>32</b>	Exam 5		
<b>33</b>	<p>Lesson 6: Using Form Tools and Creating Custom Forms</p> <ul style="list-style-type: none"> <li>• Designing Forms</li> <li>• Using the Documenter</li> <li>• Creating Forms Using Form Tools</li> <li>• Anchoring Controls in a Form</li> <li>• Selecting, Moving, and Aligning Controls</li> <li>• Adding a Combo Box to a Form</li> <li>• Using Form Headers and Form Footers</li> <li>• Subforms in a Form</li> <li>• Improving a Form's Appearance</li> </ul>	Read Chapter 6	
34	<p>Chapter 6: Customizing Forms and Reports  Topic: Using Form Tools and Creating Custom Forms  Access Chapter 6: Project 6A Student Video (Session 6.1)</p>	Review Assignments	
<b>35</b>	Topic: Using Form Tools and Creating	Case Problems, Assignments,	

	Custom Forms Access Chapter 5: Project 6B Student Video	Tasks, Training and Quizzes as assigned by Instructor	
36	Topic: Using Form Tools and Creating Custom Forms Access Chapter 6: Skill-based Training Activity 6.01 – 6.18		
<b>37</b>	Work on Portfolio Project Deliverable 5	Review Assignments	
<b>38</b>	Review	MyITLabs: Access Chapter 6 – Skills-Based Exam (Scenario 1)	All materials Due as assigned
39	Test 6		
40	Course Wrap Up		

# Portfolio Project Assignment

You will be creating a Portfolio Project in this class.

In selecting your Portfolio item, be sure to focus on something that will benefit you in your career. For instance, if you are a Medical Assisting student perhaps you may focus on creating a tool or resource to assist you in a medical office. Any program has an opportunity to create a possible templates to be used in a job search. Listed below are just some possible suggestions. Brainstorm with your classmates and your instructor to discover additional topics that would be appropriate.

Your final product will be something that you will keep in your Professional Portfolio binder. You will be printing copies of the project as well as storing on a USB drive. In addition, you will be completing a reflective piece to discuss how the knowledge gained in this class is beneficial to your career.

If you have any questions, please ask your instructor.

Brainstorming:

Career Focus - Programs	Training
Accounting	Financial Statements Billing statement for bookkeeping services
Business Management	List of Clients (also think about a list of potential employers for submission of resumes)
Criminal Justice	Check out sheets for supplies – crime scene materials
Dental Assisting	Customer Satisfaction surveys
Early Childhood Education	Billings for children. Special event billing or sign-up
Information Technology	Computer Inventory list including columns for computer speed, RAM, storage, Operating System and software installed
Medical Assisting	Employee Vacation schedule
Massage Therapy	Billing Statement Table to be inserted in brochure with pricing information
Paralegal	Table with information on home specifics (sq footage, lot size etc)
Surgical Technology	List of instructors needed in kit for specific surgeries.
Any of the above suggestions may apply to any of the programs and please do not limit yourself to only those listed here.	

See supplemental Portfolio Template form provided by instructor

