BIT145
DATABASE APPLICATIONS
2 Credit Hours

Prepared By:
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CAREER AND TECHNICAL EDUCATION
Dr. John Keck, Dean
Ms. Brenda Russell, Associate Dean
BIT145 DATABASE APPLICATIONS

I. CATALOG DESCRIPTION

A. Prerequisite: BIT 100 Keyboarding Skillbuilding or instructor approval.

B. 2 hours credit

C. Database Applications includes presentation and application of computerized database functions. Topics include plan and design tables, query data, design and generate forms and reports, establish relationships, manage multiple databases, integration of other software applications. (F, S)

II. EXPECTED LEARNING OUTCOMES/ASSESSMENT MEASURE

1. Students will create, work with, and modify databases. In-class exam, homework and/or quizzes, worksheets

2. Students will define fields and apply properties to the fields In-class exam, homework and/or quizzes, review questions

3. Students will create relationships between tables in a database In-class exam, homework and/or quizzes

4. Students will create and modify forms In-class exam, homework and/or quizzes, worksheets

5. Students will differentiate between filters and queries and will apply filters and queries to records in a table. In-class exam, homework and/or quizzes

6. Students will create reports which will present data in attractive, readable format for decision-making purposes. In-class exam, homework and/or quizzes, worksheets

III. COURSE OUTLINE WITH UNIT OBJECTIVES

A. Modifying Table Structure and Design
   1. Switching between datasheet and design view
   2. Working in design view
   3. Modifying the table design
   4. Changing the display in a datasheet
   5. Changing the table’s appearance
B. Working with Related Tables
   1. Understanding relational databases
   2. Creating a table in an existing database
   3. Using the table wizard
   4. Enforcing referential integrity
   5. Adding records to a new table

C. Working with Forms
   1. Designing forms
   2. Modifying a form’s design
   3. Printing a form

D. Filtering and Querying Records
   1. Filtering records
   2. Querying records
   3. Creating a parameter query
   4. Using multiple tables in a select query
   5. Creating action queries
   6. Performing calculations in a query

E. Creating and Enhancing Reports
   1. Creating a report
   2. Using the report wizard
   3. Modifying a report
   4. Creating mailing labels

IV. METHOD OF INSTRUCTION
   A. Lecture
   B. Demonstration
   C. Discussion


VI. REQUIRED MATERIALS (STUDENT)

USB portable storage device, pen, folder

VII. SUPPLEMENTAL REFERENCES

None
VIII. METHOD OF EVALUATION

A. Tests – 55%

B. Daily assignments – 40%

C. Attendance – 5%

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, http://www.jeffco.edu).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.