



BAT215 Database Management Syllabus

Course Information

Credits	4
Campus	Washburn Institute of Technology
Address	5724 SW Huntoon
City/State/Zip	Topeka, Kansas 66604
Office Fax	785-273-7080

Description

The course covers basic database management skills including creating, maintaining, and editing records, files, and tables and creating queries, forms, and reports. In addition, skills such as modifying database objects, creating advanced types of tables, calculating fields, and importing and exporting data from other software are covered.

Textbooks

Rutkosky, Seguin, Rutkosky. *Benchmark Series Microsoft Access 2013, Levels 1 and 2*. EMC Paradigm Publishing; 2014; ISBN: 978-0-763-85392-1.

Student Learning Outcomes:

- A. Communicate effectively
- B. Integrate technology
- C. Learn effectively
- D. Demonstrate cooperative teamwork skills
- E. Apply safety in the workplace
- F. Think critically and creatively
- G. Demonstrate responsible work ethics

Competencies

1. Describe the advantages of a database for records management.
2. Create a table in design view.
3. Create a table using the Table Wizard
4. Define field types in a table.
5. Create input masks in a table.
6. Create relationships between tables.
7. Enter data in a table.
8. Create calculated fields.
9. Create simple queries.
10. Create Crosstab queries.

11. Sort records.
12. Filter records.
13. Print database objects and data.
14. Create forms using AutoForm.
15. Create forms using the Form Wizard.
16. Create forms in design view.
17. Create a report using AutoReport.
18. Create a report using the Report Wizard.
19. Create a report in design view.
20. Import data from other software into the database.
21. Export data from the database into other software.
22. Create a PivotTable and PivotChart.
23. Perform advanced field design modifications.
24. Describe the purpose of storing a database on the Internet or an intranet.
25. Describe the process for saving a database as a Web page.

Guidelines for Success

Assessment Plan

Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

Grading Scale

A	92%-100%
B	84%-91%
C	76%-83%
D	68%-75%
F	67% or below

The course is graded by 70% classroom work and test scores, and 30% daily participation.

Attendance

Attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences may jeopardize a student's grade or the ability to continue in the course. If the student is absent for any reason, the student is responsible for all missed work and for contacting the instructor promptly.

Disability

The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator

Phone: 785-228-6356

E-Mail: ssscoordinator@washburn.edu

