



BT 2500

Division: Business and Technology

Department: Business Technology

Course: BT 2500

Title: Database for Business

Catalog Description:

Students will learn how to organize and manage large amounts of data using a relational database. The course will focus on creating and querying tables, creating custom forms and reports, integrating the database with other software applications, automating tasks with macros, and securing a database. *A good understanding of file management is highly recommended.*

General Education Requirements: N/A

Semesters Offered: TBA

Credit/Time Requirement: Credit: 3; Lecture: 3; Lab: 0

Clock/Hour Requirements: 0

Offered for Non-Credit: Yes

Prerequisites: BT 1010 or equivalent; or instructor approval

Justification:

Organized data is a valuable asset in business. This course will prepare students to use databases for entry-level employment. Similar courses are offered at UVU (DGM 2370) and SUU (CSIS 3200). The Business Advisory Committee believes that students need database proficiency to meet the expectations of employers.

Student Learning Outcomes:

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

- Create, modify, and update tables
- Understand the theory of relational databases - primary keys, foreign keys, referential integrity, and normalization
- Query a database and retrieve information to help make business decisions
- Create custom forms and reports
- Import and export database information in a variety of file formats
- Create advanced queries (i.e. crosstab, find duplicates, find unmatched, top values, make-table, append, delete, and update)
- Automate tasks with macros
- Understand the basics of SQL

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Course objectives will be accomplished by

- Introducing Relational Databases
- Creating, maintaining, and enhancing tables
- Defining table relationships
- Querying a database
- Viewing and modifying forms and reports
- Creating custom forms and reports
- Integrating Access with the web and other software programs
- Using query wizards and action queries
- Automating tasks with macros
- Using basic SQL

General Education Outcomes:

4) Retrieve, evaluate, interpret, and deliver information through a variety of traditional and electronic media.

Students will use database tools to retrieve (query) specific information by defining criteria with comparison operators (<, >, =, <=, >=, <>) and logical operators (and, or) that can be used to sort, evaluate, interpret, and deliver business information. The instructor will evaluate the queries and provide feedback.

Applied Education Outcomes:

1) Students will acquire entry-level skills specific to and appropriate for employment in their chosen field of study.

Students will practice Microsoft Access software tasks similar to what is used in today's business office to be prepared to meet the needs of employers in a business office. The instructor will evaluate practical exams and assignments and provide feedback to the student.

Key Performance Indicators:

Student learning outcomes will be assessed using two or more of the following key performance indicators:

- Hands-on assignments and projects
- Objective and/or practical exams
- Participation

Representative Text and/or Supplies:

Adamski and Finnegan, *Microsoft Access New Perspectives Comprehensive*, current edition or equivalent, Course Technology.

A current version of SAM, SNAP, or other equivalent online training, project, and assessment software is optional.

Optimum Class Size: 15
Maximum Class Size: 20

Signatures:

I hereby submit this course syllabus:

LaFaun Barnhurst, MS, Associate Professor

I hereby find this course consistent with the goals and resources of the Business Technology Department:

Lisa Anderson, MS, Associate Professor, Chair

I hereby find this course consistent with the goals and resources of the Business and Technology Division:

Doug Dyreng, MS, Associate Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

Michelle Olsen, MLS, Campus Librarian (Richfield Campus)