A course which develops an understanding of how information may be stored and manipulated on a microcomputer with the use of a database applications program. Through hands-on experience, students learn how to organize, enter, manipulate, extract and create reports based on various kinds of data. **Prerequisite:** Computer Systems Applications 101, or permission. (1 Credit – Pass/Fail)

We will be utilizing Blackboard / Google Drive, please ensure you are familiar with accessing these services.

**Students MUST have basic knowledge of Spreadsheet programs (Excel, Calc, etc.)**

This course is a **BASIC INTRODUCTION to Databases**. This course covers the BASICS of Database concepts, processes, and programs. If you feel that you already know Database basics well, you should contact me (BEFORE THE FIRST NIGHT OF CLASS) about **TESTING OUT OF THIS COURSE**, as we will be covering just the basics.

**Course Objectives:** At the end of this course, the student should

1. Be familiar with database design methodologies.

2. Be able to create and edit a database.

3. Know basic database design terminology.

4. Be familiar with the tasks performed by a Database Administrator (DBA).

5. Have a general understanding of how a database can be integrated into other software development projects.

6. Know how to create user input forms.

**Required Course Texts:**

TBD – Instructor will email information two weeks prior to term start

**There WILL be a required assignment to complete that will be emailed to students PRIOR to first class. Please ensure this is completed, as it will assist overall development of concepts.**
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>General Topics To Be Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>March 30th</td>
<td>Course Overview, Introduction to Database Systems, Basic</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Database Terminology, Databases and Tables</td>
</tr>
<tr>
<td>2</td>
<td>April 6th</td>
<td>Queries, Forms and Reports, Tables, Converting a Database,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Building and Maintaining a Relational Database</td>
</tr>
<tr>
<td>3</td>
<td>April 13th</td>
<td>Course Review / Final</td>
</tr>
</tbody>
</table>

**Grading:**

The student’s final grade will be determined as follows:

- 40% Course Assignments and Activities
- 50% Final Exam
- 10% Attendance and Participation

Students will need to have a final class score of 70% or above to be awarded a passing grade (P). Any final class scores below 70% will receive a failing grade (F).

**Classroom Procedure:**

The first 2 to 2 ½ hours of class will be lecture, introduction of new concepts, question / answer /review time. The remaining class time may be reserved for students to work on course assignments. Students are encouraged to make optimum use of this time, as your instructor will be readily available to answer any questions you might have. The only exceptions to this schedule may be on final exam or nights. Only students with excused absences will be allowed to take a make-up exam. Make-ups should be taken no later than one week after the exam date.

**Academic Integrity:**

The Doane Academic Integrity Policy will be adhered to in this class. All assignments and exams/quizzes will represent your own work. Any use of others’ ideas and words without proper citation of sources is plagiarism and could result in the loss of all points for that particular assignment or exam.

**Students with Disabilities/Reasonable Accommodations:**

Doane seeks to maintain a supportive academic environment for students with disabilities. To ensure your equal access to all educational programs, activities and services, federal law requires students with disabilities notify the college, provide documentation, and request reasonable accommodations. If you need accommodations in this course, please notify your instructor immediately so that the required documentation is filed, and that your accommodation plan is in place.