

# CSA 103 Introduction to Databases

Instructor: Shawn Soper      shawn.soper@doane.edu

Required Text: There is **NO** textbook required

## Attendance:

Due to the nature of this class your attendance is determined by meeting / attending the first class meeting. Attendance Is Taken at The Mandatory Meeting & Reported for Financial Aid Purposes!

Class meets one time on

THURSDAY March 16<sup>th</sup> at the Lincoln Campus Room #103.

It is important you attend this short meeting anytime between

5:30 – 5:50pm

THURSDAY March 16<sup>th</sup> from 5:00 – 5:20pm [via Zoom web-conference](#) for those not able to meet in Lincoln

*The prerequisite for this class is CSA 101 and requires competency in basic computer knowledge, to be comfortable with the fundamentals of formatting type, headers/footers, page layout tools, etc. and have working knowledge of Spreadsheet programs (data, tables, etc.) If you are uncomfortable with computers you'll need to drop this class and wait to take it again until you are able to operate a computer, mouse and email efficiently, as well as understand and follow along with basic computer skills.*

## Skills required for this course include:

- Comfort and previous experience with a computer
- Keyboard typing, number entry, & detailed work with your mouse or trackpad.
- Ability to login & navigate the [Doane Blackboard LMS](#)
- Attaching files and Sending assignments through your [Doane email](#)
- Pulling up websites, images, & any online material as needed for the downloading of files.
- Opening downloaded files in Microsoft Access

## Course Description:

Students learn to develop 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. This is a course for beginners, those who are “self-taught” and even everyday users of the program. You will learn basics of databases as this course is an introduction using Microsoft Access 2016/365 (you will need access to Microsoft Access 2016/365) the computers on campus are available for use if needed (please be courteous of any classes using labs after 6pm). This class will be taught as an arranged / self-guided course using Microsoft Access 2016, [Zoom](#) web conference technology, as well as Blackboard & Email. Your learning will be self-guided and on your own time. In order to take this class, you must have the following:

- Ability to log in and use your DOANE EMAIL & BLACKBOARD account, along with skills to navigate, open / attach files and email them.
- Access to Microsoft Access 2016 or 365 for this course. You can use the computers on campus if needed or download a trial version.
- Ability to prioritize your time in order to make assignment deadlines, as all work is done on your own time.

## Course Objectives:

Upon completion of CSA 103, students will have an understanding and the skills to be able to:

- Be familiar with database design methodologies.
- Be able to create and edit a database.
- Know basic database design terminology.
- Be familiar with the tasks performed by a Database Administrator (DBA).
- Know how to create user input forms.

## Methods for Assessment of Student Performance:

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

65% Course assignments and activities

25% Final Project

10% Attendance / Participation

## Grades:

This is a course for 1-hour credit. Letter grades are given for this course. Your grade is based on full, quality completion of all required assignments &/or class projects in a timely manner. All assignments must be turned in by the deadlines given.

The following Grading Scale will be used:

100 – 97 A+

96 – 94 A

93 – 90 A-

89 – 87 B+

86 – 84 B

83 – 80 B-

79 – 77 C+

76 – 74 C

73 – 70 C-

69 – 67 D+

66 – 64 D

63 – 60 D-

Below 60 F

**Academic Integrity Policy:** The Doane Academic Integrity Policy will be adhered to in this class. All assignments, projects, exams/quizzes will represent your own work. Any use of others' ideas and words without proper citation of sources is plagiarism and will result in penalties to be determined by the instructor and / or the Dean of Undergraduate Studies.

## 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.