FRANKLIN UNIVERSITY

PF108 - Introduction to Databases
Location: USA
Frequency: Any
Instruction: Franklin
Format: Online
Length: 6-Week
Edition: working

Note: The PDF version of the course will not include class communications or discussion posts that are added throughout the duration of the course. This PDF was last updated on 2019/04/05 09:31:10.

Object: Course Overview

Course Overview

Student Content

Course Description

This course focuses on using databases to solve business applications.

Prerequisites

- COMP 085 - Computer Literacy
- PF 321 or PF 121

Course Outcomes

Upon successful completion of this course, students will be able to:

1. Create a database that allows information to be shared between database tables.
2. Enter information using table design and datasheet view features.
3. Design database queries.
4. Design database forms.
5. Create reports from a database.
6. Create a switchboard using a database form.

Course Requirements

Assignment	Expected Performance	Maximum Points
MyITLab	182-208	260
Meet sessions (or In-Class)	52-60	75
Database assignments	77-88	110
Putting It All Together Assignment	123-140	175
Midterm Assessment	105-120	150
Final Assessment	105-120	150
Presentation of Project	56-64	80
Total Points	**700-800**	**1000**

Required Materials

Textbook and Courseware

- Gaskin, S., and Graviett, N. (2016). *GO! with Microsoft Access 2016 Comprehensive Package for Franklin University.* Boston, MA: Pearson. ISBN: 9781323580516 (This package includes MyITLab© with Pearson eText -- Access Card -- for GO! Office 2016.)

Obtaining Course Materials: Obtaining Course Materials: A digital copy of the textbook (e-textbook) is integrated into the course along with access to the accompanying courseware. Clicking on any link to the book or courseware from within the course will direct you to an object from which the corresponding digital material can be opened in a new browser tab. Your Franklin account was charged for the e-textbook and digital courseware access required for this course at the time of registration. For a seamless learning experience, it is strongly recommended that you utilize the materials embedded within your course. To opt out of using these materials, access the Shortcuts menu at the top of the screen. Select the "E-Textbook Opt Out" link and follow the instructions. If you elect to opt out of using these materials, visit http://www.franklin.edu/current-students/academic-resources/ebooks (or refer to the ISBN listed above) to help you find and purchase the course materials on your own. If you are comfortable using an e-textbook, then you don't have to purchase a print version of the book. However, please know that both the textbook and digital courseware access are required for this course.

If you choose to opt out of the integrated digital material, you will need to purchase one of the three alternative available options for this course, based on your needs. Please note - you will be required to use MyITLab© for some of your assignments. MyITLab© is a program that is produced by Pearson; it is both a tutorial and an assessment tool.

- To purchase MyITLab and a textbook: Gaskin, S. and Graviett, N. (2016). *GO! with Microsoft Access 2016 Comprehensive Package for Franklin University. (This package includes* MyITLab© with Pearson eText -- Access Card -- for GO! Office 2016) Pearson. ISBN-13: 9781323580516. This bundle is available exclusively through the Franklin Bookstore at a discounted price.

  OR
- If you already have a Myitlab© account you may purchase the textbook only: Gaskin, S. and Graviett, N. (2016). *GO! With Microsoft Access 2016 Comprehensive Custom Edition for Franklin University.* Pearson. ISBN-13: 9781323589519. Edition: 1st. This textbook is available exclusively through the Franklin Bookstore at a discounted price.

  Please note - MyITLab© only needs to be purchased one time for all courses that use the GO! Microsoft Office 2016 series of texts. This purchase is good for a one year period (the license is good for 12 months). This course and COMP 106 (Introduction to Spreadsheets) both use MyITLab©.

  OR
- If you want to JUST purchase access to MyITLab© with eText:
  - You can purchase a standalone access card (ISBN: 9780134497914) from the Franklin Bookstore

Software

NOTE: Access 2016 is not compatible with Mac computers. You likely can do some of the MyITLab© skill-based assignments without having the Access 2016 program because these are simulations, but you will not be able to do the project without the Access 2016 program itself. You only have a couple of choices in this situation. The obvious one is to do the assignments that require Access 2016 on a different computer, one that has Windows and Access 2016 available on it. The more complicated way to be able to use your Mac is to install a Windows partition or a virtual machine which would then let you install Access 2016 on that image - the disadvantage to this (other than having to be fairly computer proficient to do the initial setup) is you would need to download the software that allows you to do the virtual machine and then buy a licensed copy of Windows itself. Click HERE for more information.

You will be required to use **Microsoft Access 2016**.

- Because of Microsoft's partnership with Franklin University, the full version of Microsoft Office has now been made available to you free of charge as long as you are an active Franklin University student or Alumni. It can be downloaded for free directly from the Office 365 Portal. The download includes the latest versions of Microsoft Access 2016 as well as some other Office applications that you may find of use while studying here at Franklin. You should verify that the version being installed is 2016 prior to beginning this download as this is the version of Access that is required for this course. These applications may be installed on up to 5 devices. Click HERE for details on how to download Office 365 (and Access 2016) for free.

Hardware

You will need a headset equipped with a microphone that plugs into your computer for the final presentation during the Meet session (online only).

Object: Accessing Text and Assignments

Accessing Text and Assignments

Student Content

Click on any link to Pearson MyITLab within the course to access the course eTextbook, assignments, study plan, and results of your work in Pearson MyITLab. Click **Open** within the appropriate object to access the Pearson software.

Object: MyITLab

MyITLab

Student Content

Click **Open** to access your MyITLab class site. This will open your MyITLab course site in a new tab. Please disable your browser's pop-up blocker.

If you have any problems with the website loading or opening properly, please contact your instructor.

Integrate

Activated

LTI

Activated

Policies and Services

Student Content

Academic Policies

Please follow the links below to find the academic policies that apply to taking courses at Franklin University:

- Academic Assessment
- Academic Integrity and Dishonesty
- Process for Student Concerns
- Academic Program Requirements

Student Responsibilities

Please follow the links below to understand what your responsibilities are with regard to taking courses at Franklin University:

- Communications
- Time Commitment
- Attendance Policy
- Virus Policy
- General Technology Requirements
- Student Code of Conduct
- Copyright - Materials used in Franklin University courses may be subject to copyright protection. For more information about copyright law, view the following resources:
  - Franklin University Library's copyright research guide
  - Franklin University's Plan to Effectively Combat Copyright Infringement

Student Support Services

Please follow the links below to learn about the support services available to you at Franklin University:

- Learning Commons in the Academic Bulletin and on the Franklin University website
  - Library Services in the Academic Bulletin and on the Franklin University website
  - Testing Center in the Academic Bulletin and on the Franklin University website
- Disability Services in the Academic Bulletin and on the Franklin University website
- Harassment, Discrimination, and Sexual Misconduct (Anti-Discrimination Policy)
- Family Education Rights and Privacy Act (FERPA) Information
- Wellness Resources
- BlueQuill Zendesk, which you can also access using the Help icon at the top right of your screen
- Technology Help Desk Services in the Academic Bulletin and on the Franklin University website

Grading Policy

Please follow the links below to learn about the grading policies for students at Franklin University:

- Undergraduate Grading Policies
- Graduate Grading Policies
- Submission and Return Policy