



Broward Community College

Course Outline

STATUS: A

COMMON COURSE NUMBER: CGS 1540C

COURSE TITLE: Database Management

CREDIT HOURS: 3

CONTACT HOURS BREAKDOWN:

Lecture/Discussion 48

Lab

Other

Contact Hours/Week 3

CATALOG COURSE DESCRIPTION:

Prerequisite: None

Corequisite: None

This course is an introduction to database management. Using appropriate database software, students will learn to maintain and manipulate data in an organized, accessible and accurate manner. Emphasis is placed on the use of microcomputer database management software for common business applications.

General Education Requirements - Associate of Arts Degree, meets Area(s):
 General Education Requirements - Associate in Science Degree, meets Area(s):

UNIT TITLES:

1. Introduction to DOS
2. Structuring a Database
3. Entering and Using Data
4. Creating Labels and Reports
5. Using the Relational System
6. Transferring Files Between Applications
7. Introduction to Programming

I. Course Overview:

Upon successful completion of this course, the students should be able to design and implement "menu-driven" database for a wide range of data processing applications.

II. Units:

Unit 1. Introduction to DOS

General Outcome:

- 1.0 The students should be able to apply DOS to support the use of database management.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 1.1 Boot DOS.
- 1.2 Format a diskette.
- 1.3 Copy a diskette.
- 1.4 Copy files.
- 1.5 Display directories.
- 1.6 Change active drives.
- 1.7 Apply wildcard symbols.
- 1.8 Identify the proper care and maintenance of a diskette.

Unit 2. Structuring a Database

General Outcome:

2.0 The students should be able to use a set of computer programs that provide a means for storing, updating, and retrieving information.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 2.1 Define the terminology used with database systems.
- 2.2 Create a database file.
- 2.3 Specify fields to be included in a file.
- 2.4 Enter information into a database file.
- 2.5 Browse a database file.
- 2.6 Sum and average numeric fields in a database.
- 2.7 Switch from one database file to another.
- 2.8 Print a screen display.
- 2.9 Modify an existing database structure.

Unit 3. Entering and Using Data

General Outcome:

3.0 The students should be able to manipulate the data in a database file.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 3.1 Display selected records in a database.
- 3.2 Describe the concept of a record pointer.
- 3.3 Manipulate a record pointer in a database.
- 3.4 Sort records in a database.
- 3.5 Index records in a database.
- 3.6 Delete, restore, and pack records in an existing database.
- 3.7 Add records to an existing database.
- 3.8 Edit existing records in a database.

Unit 4. Creating Labels and Reports

General Outcome:

4.0 The students should be able to use comparison operators, connectors and use a query with reports within the relational system. In addition, the students should be able to develop labels, save a report definition, generate a report, turn off a query and recall a report.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 4.1 Define a query.
- 4.2 Use comparison operators relating to the system.
- 4.3 Establish a query for reports.
- 4.4 Save a query.
- 4.5 Specify a sort in a report.
- 4.6 Generate reports.
- 4.7 Manipulate date fields.
- 4.8 Develop labels.
- 4.9 Save a report definition.
- 4.10 Turn off a query.
- 4.11 Recall a report.

Unit 5. Using the Relational System

General Outcome:

5.0 The students should be able to use comparison operators, connectors, and use a query from reports with the relational databases.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 5.1 Simultaneously use multiple database files.
- 5.2 Perform join operations on multiple database files.
- 5.3 Setup relations between database files.
- 5.4 Generate and use custom screen formats for data entry.
- 5.5 Create a command (program) file.

Unit 6. Transferring Files Between Applications

General Outcome:

6.0 The students should be able to transfer information (files) between applications.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

6.1 Transfer information between the word processor, spreadsheet, and database management applications.

6.2 Describe the function of the DOS text (ASCII) file.

Unit 7. Introduction to Programming

General Outcome:

7.0 The students should be able to develop simple database programs.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

7.1 Create a COMMAND FILE.

7.2 Modify a COMMAND FILE.

7.3 Write a simple program to provide a MENU.

Special Student Projects:

Complete seven to ten (7-10) assignments practicing the topics covered in database management applications.