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**Department of Business Administration**

**College of Administration** **&** **Economy**

**University of Salahaddin**

**Subject: Computer (Database I)**

**Course Book – (2nd Stage – 1st Course)**

**Lecturer's name: MSc. Ali Ibrahim Weli**

**Academic Year: 2021/2022**

**Course Book**

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| **1. Course name** | **Computer (Database)** | |
| **2. Lecturer in charge** | **Ali Ibrahim Weli** | |
| **3. Department/ College** | **College of Administration & Economy**  **Dept .Business Administration** | |
| **4. Contact** | **e-mail: ali.weli@su.edu.krd**  **Tel: (optional) 07509475910** | |
| **5. Time (in hours) per week** | **Theory: 1**  **Practical: 2** | |
| **6. Office hours** | **8:30 – 3:30 Office hours Monday 8:30 – 2:30** | |
| **7. Course code** |  | |
| **8. Teacher's academic profile** | **Ali Ibrahim Ali**  **Bachelor of computer Sciences / AL Mustansiriya University / Baghdad**  **Master in Information Technology / UUM University /Malaysia**  **Academic Title: Lecturer**  **Web Site:** [**https://sites.google.com/site/aiwiraq/**](https://sites.google.com/site/aiwiraq/)  **Email: ali.weli@su.edu.krd** | |
| **9. Keywords** |  | |
| **10. Course overview:**  Data is everywhere. Whether you are at the grocery store, office, laboratory, classroom, or ballpark, you are awash in data: prices, schedules, performance measures, lab results, recipes, contact information, quality metrics, market indices, grades, and statistics. Most job roles today involve some form of data management. In the case of data workers, it may be their primary job task. For some, such as research scientists and accountants, data management may be a strong component of the job. And for others, such as sales clerks or those in the skilled trades, data management may consist of an incidental job responsibility, for example, time reporting or recording a sale. Virtually everyone is affected in some way by the need to manage data. A relational database application such as Microsoft® Office Access® can help you and your organization collect and manage large amounts of data. Access is a versatile tool. You can use it as a personal data management tool (for your use alone) or you can use it as a construction set to develop applications for an entire department or organization. In this course, you will use Access to manage your data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data. | | |
| **11. Course objective:**   * Identify the terminology and functions common to most database management systems. * Identify the qualities of valuable information. * Identify the elements of good database design. * Create and use tables. * Create and use queries. * Create simple reports and forms. * Use the Access online Help feature. * Discuss ethical issues connected to the use of databases. | | |
| **12. Student's obligation**  Attendance is an essential requirement and all students are normally required to attend all learning and teaching sessions associated with the course. The student must perform all required duties during the course such as assignments, reports or introduce seminars. Also, student is required to take quiz, mid and final exams as scheduled and cannot be absent without a lawful excuse. The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. | | |
| **13. Forms of teaching**  Whiteboard, Data Show and PowerPoint presentation will be used in the lectures, laboratory training and practical training.  A web site has been founded by the lecturer to upload all lessons, exams schedule, students’ marks and notes and all students are able to access it. | | |
| **14. Assessment scheme**  Assignments 20% At least five assignments during the two semesters  Exam 1 15% This Exam contains both theoretical and lab parts  Exam 2 15% This Exam contains both theoretical and lab parts  Final Exam 50% This Exam consists of two parts, laboratory part 25% and theoretical part 25% | | |
| **15. Student learning outcome:**  Upon completion of this course, students will:   * Examine database concepts and explore the Microsoft Office Access environment. * Design a simple database. * Build a new database with related tables. * Manage the data in a table. * Query a database using different methods. * Design a form. * Generate a report. * Import and export data. | | |
| **16. Course Reading List and References‌:**  https://sites.google.com/site/aiwiraq/home | | |
| **17. The Topics:** | | **Lecturer's name** |
| **Chapter One: Exploring Access Environment**  Overview of database concepts  Exploring the User Interface  Opening an Existing Database  Customizing the Access Environment | | Ali Ibrahim Weli |
| **Chapter Two: Designing a Database**  Define Database Purpose  Review Existing Data  Determine Fields  Group Fields into Tables  Normalize Data | | Ali Ibrahim Weli |
| **Chapter Three: Creating a Relational Database**  Creating a New Database  Creating a Table  Manage Tables  Saving the Table Structure  Save a Database as a Previous Version | | Ali Ibrahim Weli |
| **Chapter Four: Managing Data in a Table**  Modify Table Data  Sort Records  Work with Subdatasheets | | Ali Ibrahim Weli |
| **Chapter Five: Querying a Database**  Filter Records  Exploring Query Types  Creating and Running a Query  Updating Data Using a Query  Summarizing Data in a Query | | Ali Ibrahim Weli |
| **Chapter Six: Creating Flexible Queries**  Create Query Joins  Join Unrelated Tables  Relate Data Within Table  Set Select Query Properties  Create Parameter and Action Queries | | Ali Ibrahim Weli  (1 hrs)  2/2/2017 |
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| **19. Examinations:**  ***1. Compositional:*** In this type of exam the questions usually starts with Explain how, What are the reasons for…?, Why…?, How….?  Q/ - What is Database Management System (DBMS)?  The computer Software to manage, maintain database as well as view update and retrieve data is called database management system   * What do you mean by data processing?   The term data processing embraces the technique of sorting, relating, interpreting and computing items of data in order to provide meaningful and useful information.     * What is Database?   A database is an organization of data related to a particular subject or purpose so that the data can be retrieved or processed.  ***2.******True or false type of exams:***  In this type of exam a short sentence about a specific subject will be provided, and then students will comment on the trueness or falseness of this particular sentence.  ***True or false***  **Answer by True or False, if False justify:**  1. The OLE type is used to specify a property of date/time field.  2. In a datasheet view, the user can define the type and the size for each field.  3. The single, and double are data types that store numbers with fractions.  4. A field of type Short Text contains only alphabetical characters.  5. The maximum number in a byte field is 255.  6. The Long Text can contain text more than the Short Text data type.   1. ***3. Multiple choices:***   In this type of exam there will be a number of phrases next or below a statement, students will match the correct phrase.  **Choose the correct answer:**   * 1. 1) Which of the followings are valid access Field sizes?   2. a) Short Text, Long Text   3. b) Single, double.   C) Dates, pictures  d) All of the previous.   * 1. 2) The Long Text data type is used for:   2. a) Lengthy numbers.   3. b) Alphanumeric data less than 256 characters   4. c) Combination of text and numbers can not fit in Text data type   5. d) All of the previous.   6. 3) Which of the following Data Types does not exist in Access?   7. a) AutoNumber   8. b) String   9. c) Hyperlink   10. d) Currency   11. 4) A table is a set of:   12. a) Records   13. b) Fields   C) Characters  d) Numbers   * 1. 5) To add data to a table we use:   2. a) Macro   3. b) DataSheet View   4. c) DataBase View   5. d) Design View   6. 6) Which of the followings is not a valid Access database objects   7. a) Report   8. b) Pages   9. c) Modules   10. d) Codes | | |