COS211 Principles of Data Processing (3 cr.)

Purpose:
Presents basic concepts in database management systems using a microcomputer database system and basic theory of database design.
Note: This course requires Microsoft Access 2016 software running on the Windows operating system. There is no Mac version to this software.

Instructor:
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Text:
This textbook should be purchased prior to the first week of the session and is available at the UM Bookstore. If you are ordering the text from an online provider be sure to do so promptly as you will need it to complete Assignment #1.

Software:
This course requires Microsoft Access 2016 software running on the Windows operating system. This software can be downloaded free of charge from University of Maine IT department. The software is also available at University of Maine Fogler Library. You will need to have reliable access to this software for the duration of the three week session. There is no Mac version to this software.

Grading:
Grades are based upon performance on assignments.
A 90-100 B+ 88-89 B 80-87 C+ 78-79 C 70-77 D+ 68-69 D 60-67 E 0-59

Assignments:
There will be several assignments based upon the readings. Assignments have a due date but can be submitted by the late due date with a 10 point penalty. Homework is to be completed individually by each student in the class. It is not acceptable to submit work similar to another student in the class. Assignments are graded prior to the next assignment due date and the grade report is available by clicking the score link in the My Grades utility on Blackboard.

Assistance:
Questions about assignments should be emailed to carolr@maine.edu. Be sure to attach your files when emailing with a question. Office hour appointments are done individually; please email the day you wish to come to campus and your available times that day.

Incompletes:
The Computer Science department does not grant the Incomplete grade unless the student has completed all work up to date but has missed material at the end due to a medical or other emergency.

Academic Honesty:
As a student at a distance, it is important that you know about the University of Maine policy on academic integrity. Violations of student academic integrity include any actions which attempt to promote or enhance
the academic standing of any student by dishonest means (e.g. cheating, plagiarism, fabrication or academic misconduct). Students may be accused, charged, and penalized for any violations as appropriate. Please refer to the UMS Student Conduct Code for definitions and procedures.

**Disabilities:**
For further information about assistance please call the Services for Students with Disabilities office of the University of Maine at 207-581-2319.

**Course Portal:**

1. Go to: [bb.courses.maine.edu](http://bb.courses.maine.edu)
2. Enter your UMS login and password. Contact Technical Support if you do not know this information.
3. In the **My Courses** area, click on the link for this course.

**Topics:**

1. Chapter 1 Introduction to Access
2. Chapter 2 Tables and Queries in Relational Databases
3. Chapter 3 Using Queries to Make Decisions
4. Chapter 4 Creating and Using Professional Forms and Reports
5. Chapter 5 Data Validation and Data Analysis
6. Chapter 6 Action and Specialized Queries
7. Chapter 10 Using Macros and SQL in Access