



Database Basics

Who can benefit from having database skills?

- A student preparing for a tech career.
- A small business owner tracking supplies, orders, and work hours.
- A ministry leader managing events and finances.
- A homemaker handling budgets, schedules and meal planning.

Course Objective

Students will learn how a database can consolidate critical information like lists, plans, contacts, spreadsheets, schedules, and instructions into a well-organized structure and how from there it can be used to quickly view that data in formats that are helpful for review and decision-making.

Instructor: Amy Nelson
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Course Fee: \$320

Summary

In the first half of the year students will learn basic database concepts. We will study how data is organized in tables and how relationships between tables are established and maintained. We will learn Structured Query Language (SQL) which gives us tools to define, populate, and read back from our databases. We will spend the second half of the year learning reporting skills. We will study how to read from our databases into reports and charts that can provide valuable insights into reviewing past activity, and support wise planning for the future.

Requirements

Each student will need to have access to a Windows computer with a Microsoft Excel license. A personal subscription to Office 365 can be purchased for about \$70/yr if the student does not already have the Excel application. A laptop that can be brought to class is recommended but not required if the student has access to a desktop computer to complete exercises at home. There will be no additional textbooks required for this course. Weekly handouts will be emailed to summarize learning objectives and practice exercise details.

I'm a mom of 5 and have 25 years of experience as a database professional. My husband Steve and I have been married for 27 years. In my free time I love baking, crafting, reading, and spending time with my family.