



## COURSE OUTLINE: OAD0109 - DATABASE MANAGEMENT

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<b>Course Code: Title</b>	OAD0109: DATABASE MANAGEMENT AND APPLICATIONS
<b>Program Number: Name</b>	1120: COMMUNITY INTEGRATN
<b>Department:</b>	C.I.C.E.
<b>Academic Year:</b>	2022-2023
<b>Course Description:</b>	Data is a valuable resource to companies, and the organizing, creating, maintaining, retrieving, and sorting of data are important activities. Using Access, the CICE student, with the assistance of a learning specialist, will concentrate on transforming raw data into database files that can be queried and organized into accurate, final-form business-style reports and forms.
<b>Total Credits:</b>	4
<b>Hours/Week:</b>	6
<b>Total Hours:</b>	42
<b>Prerequisites:</b>	There are no pre-requisites for this course.
<b>Corequisites:</b>	There are no co-requisites for this course.
<b>Vocational Learning Outcomes (VLO's) addressed in this course:</b>	<b>1120 - COMMUNITY INTEGRATN</b>
Please refer to program web page for a complete listing of program outcomes where applicable.	VLO 1 Integrate fully in academic, social and community activities.
	VLO 2 Develop and apply transferrable learning strategies to promote self-determination, life satisfaction, and lifelong learning.
	VLO 5 Further develop confidence, self-awareness, and self-advocacy skills related to independence, employment, and personal well-being.
<b>Essential Employability Skills (EES) addressed in this course:</b>	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
	EES 4 Apply a systematic approach to solve problems.
	EES 5 Use a variety of thinking skills to anticipate and solve problems.
	EES 6 Locate, select, organize, and document information using appropriate technology and information systems.
	EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.
	EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.
	EES 10 Manage the use of time and other resources to complete projects.
	EES 11 Take responsibility for ones own actions, decisions, and consequences.
<b>Course Evaluation:</b>	Passing Grade: 50%, D
	A minimum program GPA of 2.0 or higher where program specific standards exist is required



for graduation.

**Books and Required Resources:**

Cirrus: Marquee Series, Microsoft Access, Office 365  
 Publisher: Paradigm

**Course Outcomes and Learning Objectives:**

Upon successful completion of this course, the CICE student, with the assistance of a Learning Specialist will acquire varying levels of skill development relevant to the following learning outcomes:

<b>Course Outcome 1</b>	<b>Learning Objectives for Course Outcome 1</b>
Use and maintain data within database management software to track information for businesses or individuals.	1.1 Understand database concepts. 1.2 Open and close Access and database objects. 1.3 Create and manage tables. 1.4 Find and replace data. 1.5 Add and delete records in a table and a form. 1.6 Sort records. 1.7 Apply and remove filters. 1.8 Sort, find and print records. 1.9 Use Help and Tell Me features. 1.10 Create a database. 1.11 Work in datasheet view: create a table, modify field properties. 1.12 Work in design view modifying properties, creating a table and setting a primary key. 1.11 Apply validation rules. 1.12 Use Input Masks. 1.13 Create Lookup List. 1.14 Manage fields, format data, insert a total row. 1.15 Create, edit and delete relationships. 1.16 Create reports.
<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>
Use advanced features of Access to customize database objects and manipulate data.	2.1 Create queries. 2.2 Add criteria statement to a query. 2.3 Design a query with and/or criteria statement. 2.4 Perform calculations in a query. 2.5 Create and format a form, add existing field, and manage control objects. 2.6 Use functions to calculate statistics. 2.7 Use a crosstab query. 2.8 Find duplicate and unmatched records. 2.9 Insert control objects and calculations in a form and report. 2.10 Group, sort and apply conditional formatting to a report. 2.11 Create mailing labels. 2.12 Compact and repair a database. 2.13 Export Access data to Excel. 2.14 Export an Access table and report to Word. 2.15 Import data into an Access table. 2.16 Link Excel data to an Access table.

**Evaluation Process and Grading System:**

<b>Evaluation Type</b>	<b>Evaluation Weight</b>



Assignments	60%
Tests	40%

## CICE Modifications:

### Preparation and Participation

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

**A.** Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and must be discussed with and agreed upon by the instructor.

#### **B. Tests may be modified in the following ways:**

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

#### **C. Tests will be written in CICE office with assistance from a Learning Specialist.**

##### ***The Learning Specialist may:***

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

#### **D. Assignments may be modified in the following ways:**

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

##### ***The Learning Specialist may:***

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional



time to process information

5. Formally summarize articles and assigned readings to isolate main points for the student

6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

**E. Evaluation:**

Is reflective of modified learning outcomes.

**NOTE:** Due to the possibility of documented medical issues, CICE students may require alternate methods of evaluation to be able to acquire and demonstrate the modified learning outcomes

**Date:**

December 19, 2022

**Addendum:**

Please refer to the course outline addendum on the Learning Management System for further information.

