COURSE OUTLINE: OAD109 - DATA.MGMNT.APPLICAT.

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Course Code: Title	OAD109: DATABASE MANAGEMENT APPLICATIONS
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	OFFICE ADMINISTRATION
Academic Year:	2022-2023
Course Description:	Data is a valuable resource to companies, and the organizing, creating, maintaining, retrieving, and sorting of data are important activities. Using Access, students will concentrate on transforming raw data into database files that can be queried and organized into accurate, final-form business-style reports and forms.
Total Credits:	4
Hours/Week:	6
Total Hours:	42
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
This course is a pre-requisite for:	OAD209, OAD302
Vocational Learning Outcomes (VLO's) addressed in this course: **Please refer to program web page for a complete listing of program outcomes where applicable.**	**2086 - OFFICE ADMIN-EXEC** VLO 1 Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics. VLO 2 Manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities. VLO 3 Coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information. VLO 5 Evaluate, establish and administer a variety of records management systems to ensure confidential, secure, accessible and organized electronic and paper records. VLO 7 Prepare and produce a variety of business documents using available technologies and applying industry standards.
Essential Employability Skills (EES) addressed in this course:	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.
Course Evaluation:	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:	

Course Outcome 1	**Learning Objectives for Course Outcome 1**
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 deign 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.
Course Outcome 2	**Learning Objectives for Course Outcome 2**
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:

Evaluation Type	Evaluation Weight
Assignments	60%
Tests	40%

Date: June 30, 2022

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