SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE:	DATABASE APPLICATIONS		
CODE NO. :	COM300	**SEMESTER:**	TWO
PROGRAM:	OFFICE ADMINISTRATION COMPUTERIZED BUSINESS SYSTEMS		
AUTHOR:	SHELLEY BOUSHEAR		
DATE:	MAY 2001 **PREVIOUS OUTLINE DATED:** 2000		

APPROVED:

_____   _____
                                    DEAN   **DATE**

TOTAL CREDITS: 3

PREREQUISITE(S):   NONE

HOURS/WEEK: 3 or 11

I.   COURSE DESCRIPTION:

Students will be introduced to the theory of database concepts and data structures. Data is a valuable resource to companies, and the organizing, creating, maintaining, retrieving, and sorting of data are important activities. <u>Using Access</u>, 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.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1.   Understand the basics of Access in order to track information for businesses or individuals

<u>Potential Elements of the Performance</u>:
- Identify parts of the Access screen
- Open a single table as well as multiple tables
- Edit and print tables
- Add records in a form
- Change views and edit records in a form and print
- Add a picture to a record
- Find text in tables and forms
- Use wildcards to find records
- Sort records in a table and a form
- View and edit an index
- Use filters to display records
- Create an advanced filter
- Use And/Or criteria

This module will constitute 30% of the course grade.

2.   Build a Database.

Potential Elements of the Performance:
- Create a common business table using Table Wizard as well as Design View
- Make changes to a table in Design View
- Add a validation rule to a table
- Import, link, and delete tables
- Insert a subdatasheet
- Create a table in Datasheet View
- Create an AutoForm for a company
- Create a form using the Form Wizard and Design View
- Work with the controls on a form
- Create a form from the Tables window
- Add a calculated control to a form
- Create a form in Design View
- Refine the appearance of a form
- Create a report suitable for use in a business using Wizard and Design View
- Add a group section and a calculation to a report and use the Format Painter and conditional formatting
- Create a multicolumn report

This module will constitute 30% of the course grade.

3.   Get Information from a Database

Potential Elements of the Performance:
- View and create a select query
- Make changes to the dynaset and Design View
- Sort in the query
- Use a query for a report
- Specify criteria in a query
- Use "AND" and "OR" criteria and set query properties
- Create a calculated field in a query
- Create a multiple table query
- View and edit joins in a query
- Create relationships and enforce referential integrity
- Enable the Cascade Update and Cascade Delete options
- Create a lookup field and edit records with a lookup field

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- Create summary, crosstab, update, and append queries
- Design a parameter query
- Use a make-table query
- Use specialized query wizards

This module will constitute 30% of the course grade.

4.   Print Data.

Potential Elements of the Performance:
- Create and use an AutoReport using office standards
- Modify controls in an AutoReport and create a tabular AutoReport
- Create a summary report with multiple groups
- Use page breaks in a report
- Add images to a report
- Create labels

This module will constitute 10% of the course grade.

III.   **TOPICS:**

1.   Getting Started with a Database
2.   Adding and Editing Data
3.   Finding and Sorting Records
4.   Adding Tables to a Database
5.   Adding Forms to a Database
6.   Adding Reports to a Database
7.   Designing Queries
8.   Using Joins and Relationships
9.   Designing Advanced Queries
10.   Working with Report Wizards and Labels

IV.   **REQUIRED RESOURCES/TEXTS/MATERIALS:**

Access 2000 A Professional Approach, by Kathleen Stewart, published by Glencoe McGraw-Hill, 2000.

Three manila file folders letter size
Five 3½" high density disks
Three individual diskette pockets

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V.   EVALUATION PROCESS/GRADING SYSTEM:

Two tests: Students will be evaluated on their database skills. Two tests
will be administered based on projects that have been completed, marked,
and returned. Two tests will be administered –
Test 1 – 45%, Test 2 – 50%

95%

Projects: Completion of projects for database   **5%**

The following semester grades will be assigned to students in post-secondary courses:

Grade	Definition	Grade Point Equivalent
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see *Policies & Procedures Manual - Deferred Grades and Make-up*).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

VI.   SPECIAL NOTES:

Special Needs:
If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

Plagiarism:
Students should refer to the definition of "academic dishonesty" *in Student Rights and Responsibilities*. Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Retention of course outlines:
It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

Course outline amendments:
The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

Students are expected to be present to write all tests during regularly scheduled classes.

In the event of a failed course grade, a supplementary test based on the semester's work will be administered to replace EITHER the lowest failed OR one missed test.

Each student will be required to keep a file in a designated classroom. This will facilitate the return of assignments, grades, and any messages the Office Administration faculty needs to relay to the students.

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A disk labeled with the student's name, professor's name, and the course name MUST be available with the assignment. At the professor's discretion, disks will be checked. Students are advised to maintain at LEAST one backup of all files. A lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.

It is expected that 100 percent of classroom work be completed and submitted on time. A late assignment with an attached Extension form will be accepted if submitted within 72 hours of the due date and time. Twenty-five percent will be deducted from late/incomplete assignments automatically. Failure to follow this procedure will result in a zero grade for the assignment.

All work must be labeled with the student's name and the project information on each page. All work must be submitted in a labeled folder complete with a plastic disk pocket.

During testing, the program's on-line help may be available. Tests will not be "open book." Students must ensure that they have the appropriate tools to do the test (i.e. diskettes, pencil, pen, etc.).

Test papers will be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student will be required to return all test papers to the professor who will keep them on file for one year.

Producing accurate work is fundamental to this course. Marks will be deducted for inaccuracies.

Regular attendance is expected so the professor can observe work and provide guidance as necessary.

VII.   PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor.

VIII.   DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.