



# COURSE OUTLINE

## OAD109

Prepared: Lynn Dee Eason and Amy Peltonen    Approved: Sherri Smith

<b>Course Code: Title</b>	OAD109: DATABASE MANAGEMENT APPLICATIONS								
<b>Program Number: Name</b>	2086: OFFICE ADMIN-EXEC								
<b>Department:</b>	OFFICE ADMINISTRATION								
<b>Semester/Term:</b>	18W								
<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, 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.								
<b>Total Credits:</b>	4								
<b>Hours/Week:</b>	8								
<b>Total Hours:</b>	56								
<b>This course is a pre-requisite for:</b>	CPE400, OAD202, OAD205, OAD209, OAD302								
<b>Vocational Learning Outcomes (VLO's):</b>  Please refer to program web page for a complete listing of program outcomes where applicable.	#5. Evaluate, establish and administer a variety of records management systems to ensure confidential, secure, accessible and organized electronic and paper records.								
<b>Essential Employability Skills (EES):</b>	#6. Locate, select, organize, and document information using appropriate technology and information systems. #10. Manage the use of time and other resources to complete projects. #11. Take responsibility for ones own actions, decisions, and consequences.								
<b>Course Evaluation:</b>	Passing Grade: 50%, D								
<b>Evaluation Process and Grading System:</b>	<table border="1"> <thead> <tr> <th>Evaluation Type</th> <th>Evaluation Weight</th> </tr> </thead> <tbody> <tr> <td>Assignments</td> <td>10%</td> </tr> <tr> <td>Test 1</td> <td>45%</td> </tr> <tr> <td>Test 2</td> <td>45%</td> </tr> </tbody> </table>	Evaluation Type	Evaluation Weight	Assignments	10%	Test 1	45%	Test 2	45%
Evaluation Type	Evaluation Weight								
Assignments	10%								
Test 1	45%								
Test 2	45%								



# COURSE OUTLINE

## OAD109

2

Prepared: Lynn Dee Eason and Amy Peltonen Approved: Sherri Smith

### Books and Required Resources:

Microsoft Access 2010, Benchmark Series, Levels 1 & 2 by Rutkosky, Seguin, and Rutkosky  
Publisher: Paradigm Publishing  
ISBN: 9780763843052  
Text and CD

### Course Outcomes and Learning Objectives:

#### Course Outcome 1.

Use the basic features of Access to track information for businesses or individuals.

#### Learning Objectives 1.

- Understand database concepts
- Open and close Access and database objects
- Insert Quick Start fields
- Create and manage tables
- Define primary keys
- Use the Input Mask Wizard and the Lookup Wizard
- Sort, find, and print records in a table
- Create and manage relationships between tables
- Create and perform queries using the Query Wizard or the Design view
- Create and modify crosstab, duplicate, and unmatched queries
- Create calculated fields
- Use aggregate functions in queries
- Create, navigate, and print forms, reports, and mailing labels
- Customize forms with Form Layout Tools tab options
- Create and use split forms and multiple items form
- Modify, filter, and view data
- Group and sort records in a report
- Maintain and secure a database
- Save a database in alternate formats
- Customize document properties and the Recent Tab Backstage view
- Import and export data

#### Course Outcome 2.

Use advanced features of Access to customize database objects and manipulate data.



# COURSE OUTLINE

## OAD109

3

Prepared: Lynn Dee Eason and Amy Peltonen Approved: Sherri Smith

### Learning Objectives 2.

- Design the structure of tables to optimize efficiency and accuracy of data
- Select appropriate field data types based on analysis of source data
- Create a custom format for text, number, and date fields
- Create a custom input mask
- Use rich text formatting and store the history of changes for a memo field
- Define and use an attachment field with multiple attachments
- Create and edit relationships between tables
- Define a table with a multiple-field primary key
- Create and modify a lookup field to populate records with data from another table
- Create a lookup field that allows multiple values in records
- Define normalization and identify first, second, and third normal form
- Create and run a parameter query
- Add to and remove tables from a query
- Create a self-join to match two fields in the same table
- Create a query that includes a subquery
- Utilize make-table, delete, append, and update queries
- Customize forms by adding, moving, sizing, and formatting control objects
- Create tabbed pages in a form and insert a subform
- Add and format a calculation to a custom form
- Group and ungroup multiple controls
- Add graphics to a form
- Add list boxes to a form
- Create and use custom reports
- Add graphics, hyperlinks, and list boxes to a report
- Insert a subreport into a report
- Change the order of tab order of fields
- Create a new database using a template
- Create a new table by copying the structure of another table
- Utilize the Table Analyzer Wizard and Performance Analyzer
- Use the Database Documenter to print database documentation
- Create, run, edit, and delete a macro and assign a macro to a command button
- Import data from another Access database
- Link to a table in another Access database
- Determine when to import versus link from external sources

**Date:**

Friday, September 1, 2017



# COURSE OUTLINE

## OAD109

4



Prepared: Lynn Dee Eason and Amy Peltonen    Approved: Sherri Smith

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