## COURSE OUTLINE: OAD109 - DATA.MGMNT.APPLICAT.

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Approved: Sherri Smith, Chair, Natural Environment, Business, Design and Culinary

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| **Course Code: Title** | OAD109: DATABASE MANAGEMENT APPLICATIONS |
| **Program Number: Name** | 2086: OFFICE ADMIN-EXEC |
| **Department:** | OFFICE ADMINISTRATION |
| **Semesters/Terms:** | 19W |
| **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:** | 8 |
| **Total Hours:** | 56 |
| **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:**<br><br>**Please refer to program web page for a complete listing of program outcomes where applicable.** | **2086 - OFFICE ADMIN-EXEC**<br>VLO 5    Evaluate, establish and administer a variety of records management systems to ensure confidential, secure, accessible and organized electronic and paper records. |
| **Essential Employability Skills (EES) addressed in this course:** | EES 6    Locate, select, organize, and document information using appropriate technology and information systems.<br>EES 10   Manage the use of time and other resources to complete projects.<br>EES 11   Take responsibility for ones own actions, decisions, and consequences. |
| **Course Evaluation:** | Passing Grade: 50%, D |
| **Books and Required Resources:** | Benchmark Series, Microsoft Access 2016, Levels 1 & 2 by Davidson, Rutkosky, Roggenkamp, and Rutkosky<br>Publisher: Paradigm Publishing<br>ISBN: 9780763883768 |

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| **Course Outcomes and Learning Objectives:** | |

| Course Outcome 1 | Learning Objectives for Course Outcome 1 |
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| 1. Use and maintain data within database management software (e.g., Access) to track information | 1.1 Understand database concepts<br>1.2 Open and close Access and database objects<br>1.3 Insert Quick Start fields<br>1.4 Create and manage tables |

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| for businesses or individuals. | 1.5 Define primary keys<br>1.6 Use the Input Mask Wizard and the Lookup Wizard<br>1.7 Sort, find, and print records in a table<br>1.8 Create and manage relationships between tables<br>1.9 Create and perform queries using the Query Wizard or the Design view<br>1.10 Create and modify crosstab, duplicate, and unmatched queries<br>1.11 Create calculated fields<br>1.12 Use aggregate functions in queries<br>1.13 Create, navigate, and print forms, reports, and mailing labels<br>1.14 Customize forms with Form Layout Tools tab options<br>1.15 Create and use split forms and multiple items form<br>1.16 Modify, filter, and view data<br>1.17 Group and sort records in a report<br>1.18 Maintain and secure a database<br>1.19 Save a database in alternate formats<br>1.20 Customize document properties and the Recent Tab Backstage view<br>1.21 Import and export data |
| **Course Outcome 2** | **Learning Objectives for Course Outcome 2** |
| 2. Use advanced features of Access to customize database objects and manipulate data. | 2.1 Design the structure of tables to optimize efficiency and accuracy of data<br>2.2 Select appropriate field data types based on analysis of source data<br>2.3 Create a custom format for text, number, and date fields<br>2.4 Create a custom input mask<br>2.5 Use rich text formatting and store the history of changes for a memo field<br>2.6 Define and use an attachment field with multiple attachments<br>2.7 Create and edit relationships between tables<br>2.8 Define a table with a multiple-field primary key<br>2.9 Create and modify a lookup field to populate records with data from another table<br>2.10 Create a lookup field that allows multiple values in records<br>2.11 Define normalization and identify first, second, and third normal form<br>2.12 Create and run a parameter query<br>2.13 Add to and remove tables from a query<br>2.14 Create a self-join to match two fields in the same table<br>2.15 Create a query that includes a subquery<br>2.16 Utilize make-table, delete, append, and update queries<br>2.17 Customize forms by adding, moving, sizing, and formatting control objects<br>2.18 Create tabbed pages in a form and insert a subform<br>2.19 Add and format a calculation to a custom form<br>2.20 Group and ungroup multiple controls<br>2.21 Add graphics to a form<br>2.22 Add list boxes to a form<br>2.23 Create and use custom reports<br>2.24 Add graphics, hyperlinks, and list boxes to a report<br>2.25 Insert a subreport into a report |

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|  | 2.26 Change the order of tab order of fields<br>2.27 Create a new database using a template<br>2.28 Create a new table by copying the structure of another table<br>2.29 Utilize the Table Analyzer Wizard and Performance Analyzer<br>2.30 Use the Database Documenter to print database documentation<br>2.31 Create, run, edit, and delete a macro and assign a macro to a command button<br>2.32 Import data from another Access database<br>2.33 Link to a table in another Access database<br>2.34 Determine when to import versus link from external sources |
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**Evaluation Process and Grading System:**

| Evaluation Type | Evaluation Weight | Course Outcome Assessed |
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| Assignments | 10% |  |
| Test 1 | 45% |  |
| Test 2 | 45% |  |

**Date:**

June 22, 2018

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