COURSE OUTLINE: OAD0109 - DATABASE MANAGEMENT

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Course Code: Title	OAD0109: DATABASE MANAGEMENT AND APPLICATIONS
Program Number: Name	1120: COMMUNITY INTEGRATN
Department:	C.I.C.E.
Semesters/Terms:	20W
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.
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 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
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:	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:

Course Outcome 1	**Learning Objectives for Course Outcome 1**
Use the basic features of Access to track information for businesses or individuals.	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	**Learning Objectives for Course Outcome 2**
Use advanced features of Access to customize database objects and manipulate data.	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

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments	10%
Test 1	45%
Test 2	45%

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:	August 28, 2019
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.