I. **OVERVIEW**
The following information will appear in the 2010 - 2011 catalog

**OFADM 361 Introduction to Databases** 1 Unit

**Recommended for Success:** Before enrolling in this course, students are strongly advised to have successfully completed OFADM 353, 356, 359, and/or 362.

A beginning course using features of database software. Course is designed to enable students to learn and apply the features of database software to organize information and to work with stored information.

Two maximum completions.
Field trips are not required. (A-F Only) Lecture /Lab

II. **LEARNING CONTEXT**
Given the following learning context, the student who satisfactorily completes this course should be able to achieve the goals specified in Section III, Desired Learning:

A. **COURSE CONTENT**

1. **Required Content:**

   a. Introduction to databases
      i. Introduction to database software
      ii. Exploring the window and getting help

   b. Creating a database
      i. Creating a new database
      ii. Creating, saving, and viewing a table
      iii. Entering data in a table
      iv. Editing information in a table
      v. Manipulating column widths
      vi. Adding, editing, and arranging fields

   c. Arranging data in a database
      i. Importing database objects
      ii. Finding information in a table
      iii. Filtering and sorting records in a table
      iv. Creating queries
      v. Adding selection criteria
vi. Establishing table relationships

d. Using forms and reports
   i. Using the form wizard
   ii. Formatting and editing forms
   iii. Modifying tab order of fields
   iv. Using the report wizard
   v. Formatting a report
   vi. Grouping records
   vii. Printing a report

Second completion enables students to use current versions of industry-standard software. As software is periodically updated, major changes in functions, feature and interface occur.

2. **Required Lab Content:**

a. Introduction to databases
   i. Introduction to database software
   ii. Exploring the window and getting help

b. Creating a database
   i. Creating a new database
   ii. Creating, saving, and viewing a table
   iii. Entering data in a table
   iv. Editing information in a table
   v. Manipulating column widths
   vi. Adding, editing, and arranging fields

c. Arranging data in a database
   i. Importing database objects
   ii. Finding information in a table
   iii. Filtering and sorting records in a table
   iv. Creating queries
   v. Adding selection criteria
   vi. Establishing table relationships
Using forms and reports
   i. Using the form wizard
   ii. Formatting and editing forms
   iii. Modifying tab order of fields
   iv. Using the report wizard
   v. Formatting a report
   vi. Grouping records
   vii. Printing a report

B. ENROLLMENT RESTRICTIONS

1. Advisories
   Before enrolling in this course, students are strongly advised to have successfully completed OFADM 353, 356, 359, and/or 362.

2. Requisite Skills
   Before entering the course, the student will be able to:
   a. Demonstrate mid-level knowledge of computer use and have the ability to keyboard by touch.

C. HOURS AND UNITS

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<tr>
<th>INST METHOD</th>
<th>TERM HOURS</th>
<th>UNITS</th>
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<tbody>
<tr>
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D. METHODS OF INSTRUCTION (TYPICAL)
   Instructors of the course might conduct the course using the following method:
   1. Individualized instruction of unit material
   2. Assigned study of units/lesson topics
   3. Guided practice utilizing text problems and software
   4. Creation and/or utilization of databases to provide requested outcome

E. ASSIGNMENTS (TYPICAL)

1. EVIDENCE OF APPROPRIATE WORKLOAD FOR COURSE UNITS
   Time spent on coursework in addition to hours of instruction (lecture hours)
   a. Study for weekly quizzes
   b. Daily reading of course material
   c. Weekly completion of concepts review at the end of each unit
d. Daily completion of unit assignments

2. **EVIDENCE OF CRITICAL THINKING**

   *Assignments require the appropriate level of critical thinking*
   
   a. Given a situation, student is required to apply basic principles and procedures to create, edit, and maintain a database and to produce needed results.
   
   b. Given an employer request, student will analyze and decide what procedures will be necessary for production of reports and queries to achieve requested results.

F. **TEXTS AND OTHER READINGS (TYPICAL)**


III. **DESIRERED LEARNING**

   A. **COURSE GOAL**

      *As a result of satisfactory completion of this course, the student should be prepared to:*

      apply the features of database software to organize and produce reports from data.

   B. **STUDENT LEARNING GOALS**

      *Mastery of the following learning goals will enable the student to achieve the overall course goal.*

      1. **Required Learning Goals**

         *Upon satisfactory completion of this course, the student will be able to:*

         a. Describe how to create, open, and save a database file of varying sizes and complexities
         b. List steps necessary to assign data types to fields
         c. Describe the use of queries and reports to extract specific data
         d. Explain the use of a form versus a table
         e. Describe table relationships
         f. Identify the possible sort criteria for data

      2. **Lab Learning Goals**

         *Upon satisfactory completion of the lab portion of this course, the student will be able to:*

         a. Demonstrate how to create, open, and save a database file
         b. Plan, implement, and modify a data table
         c. Demonstrate how to manipulate table and report column widths
         d. Create forms for data input
         e. Develop and utilize sort criteria for data
         f. Apply the find/replace features of the software
         g. Produce forms, queries, and reports by utilizing the wizards
h. Demonstrate the use of database filters
i. Demonstrate formatting capabilities of reports for the output of data.
j. SECOND COMPLETION:
k. Demonstrate use of additional features in various software.

IV. METHODS OF ASSESSMENT (TYPICAL)

A. FORMATIVE ASSESSMENT
   1. Homework assignments
   2. Quizzes
   3. Exams

B. SUMMATIVE ASSESSMENT
   1. Final project
   2. Comprehensive exam