

Las Positas College
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Course Outline for CIS 72A

DATA MANAGEMENT

Effective: Fall 2010

I. CATALOG DESCRIPTION:

CIS 72A — DATA MANAGEMENT — 1.00 units

Individualized instruction on the theory and practice of alphabetic, numeric, geographic, and subject filing. Basic principles of filing and effective records management for both paper and electronic filing systems. Introduction to database functions, such as enter, editing, finding, and deleting records, creating queries, and printing report.

1.00 Units Lab

Grading Methods:

Letter or P/NP

Discipline:

	<u>MIN</u>
Lab Hours:	54.00
Total Hours:	54.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 2

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:

Upon completion of this course, the student should be able to:

- A. Analyze the need for system and order as they relate to business records;
- B. File documents using alphabetic, numeric, geographic, and subject rules;
- C. Define a database;
- D. Describe the parts of a database;
- E. Utilize a database application to enter, edit, find, sort, and delete records and to create queries and reports, including mailing labels;
- F. Describe the usages and advantages of an automated database system;
- G. Recognize and use terminology of a database management system.

V. CONTENT:

- A. Alphabetic filing system
- B. Numeric filing systems
- C. Subject filing system
- D. Geographic filing system
- E. Correspondence storage
- F. Using a database
 - 1. Opening a database
 - 2. Adding new records
 - 3. Finding and modifying existing records
 - 4. Deleting records
 - 5. Sorting records
 - 6. Creating queries
 - 7. Creating reports

VI. METHODS OF INSTRUCTION:

- A. **Demonstration** -
- B. Computer lab time with instructor
- C. Hands-on practice

VII. TYPICAL ASSIGNMENTS:

A. Complete Assignment 1: Alphabetic Filing of Individual Names using the Alphabetic Filing Rules 1-5 on page 23-26. B. Read Alphabetic and Subject Correspondence Filing and complete Assignment 9A: Managing Incoming and Outgoing Correspondence Items. C. Complete Assignment 13: Exploring the Customer Database Table. D. Complete Assignment 18: Locate Information in the Database Using Filters

VIII. EVALUATION:

- A. **Methods**

1. Quizzes
2. Projects
3. Other:
 - a. Methods
 1. Completion of assignments showing ability to use alphabetic, numeric, subject, and geographic filing rules
 2. Hands-on project quizzes

B. Frequency

1. Frequency
 - a. Weekly assignments
 - b. 3-4 project quizzes

IX. TYPICAL TEXTS:

1. Henne, Andrea. *Intensive Records Management*. 5th ed., South-Western Educational Publishing, 2007.
2. Read, Judy and Mary Lea Ginn *Records Management*. 9th ed., South-Western Educational Publishing, 2011.
3. Stewart, Jeffrey *Filing and Computer Database Projects*. 2nd ed., McGraw Hill, 2002.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Portable storage media
- B. Go Print card