

Las Positas College
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Course Outline for CIS 72A

DATA MANAGEMENT

Effective: Fall 2018

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:

- Computer Information Systems

	MIN
Lab Hours:	54.00
Total Hours:	54.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:

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

- File documents using alphabetic, numeric, geographic, and subject rules;
- Utilize a database application to enter, edit, find, sort, and delete records and to create queries and reports, including mailing labels;
- Describe the usages and advantages of an automated database system;
- Recognize and use terminology of a database management system.

V. CONTENT:

- Alphabetic filing system
- Numeric filing systems
- Subject filing system
- Geographic filing system
- Correspondence storage
- Introduction to database
 - Terminology and uses
 - Fields
 - Records
 - Tables
 - Queries
 - Reports
- Using a database
 - Opening a database
 - Adding new records
 - Finding and modifying existing records
 - Deleting records
 - Sorting records
 - Creating queries
 - Creating reports

VI. METHODS OF INSTRUCTION:

- Demonstration** -
- Computer lab time with instructor
- Hands-on practice

VII. TYPICAL ASSIGNMENTS:

- Complete Assignment 1 Alphabetic Filing of Individual Names using the Alphabetic Filing Rules 1-5 on page 23-26.
- Read Alphabetic and Subject Correspondence Filing and complete Assignment 9A: Managing Incoming and Outgoing Correspondence Items.
- Complete Assignment 13: Exploring the Customer Database Table.

D. Complete Assignment 19: Retrieve Information from the Customer Table Using Queries.

VIII. EVALUATION:

A. **Methods**

1. Quizzes
2. Lab Activities

B. **Frequency**

1. Weekly lab assignments
2. 3-4 quizzes

IX. TYPICAL TEXTS:

1. Read, Judy, and Mary Lea Ginn. *Records Management*. 10th ed., Cengage, 2016.
2. Stewart, Jeffrey, and Barbara Trent. *Gregg Quick Filing Practice Kit*. 5th ed., McGraw Hill, 2007.
3. Friedrichsen, Lisa. *Illustrated Microsoft Office 365 & Access 2016 Introductory*. 1st ed., Cengage, 2017.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

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