AIS 017: BUSINESS DATA MANAGEMENT

Formerly known as:
CIS 017 (or if cross-listed - inactivated courses associated with this course)

Originator
Pablo Romero

Justification / Rationale
Code Alignment Project Recommendation: Change TOP & CIP codes

Effective Term
Fall 2019

Credit Status
Credit - Degree Applicable

Subject
AIS - Applications and Information Systems

Course Number
017

Full Course Title
Business Data Management

Short Title
BUSINESS DATA MGMT

Discipline

Disciplines List
Computer Information Systems (Computer network installation, microcomputer technology, computer applications)
Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)

Modality
Face-to-Face
100% Online

Catalog Description
Students are introduced to the complex field of records management. They learn to design, create, customize, organize, extract, and present information using database software in preparation for business careers.

Schedule Description
Business Data Management Prerequisite: CIS 010

Lecture Units
3
Lecture Semester Hours
54

Lab Units
1
Lab Semester Hours
54

In-class Hours
108

Out-of-class Hours
108

Total Course Units
4

Total Semester Hours
216

Prerequisite Course(s)
CIS 010

Required Text and Other Instructional Materials

Resource Type
Book

Author
Dawit Kassa

Title
Document Control: Life cycle and Governance Challenge

Edition
2016/e

Publisher
Create Spaces Independent

Year
2016

College Level
Yes

ISBN #
9781519760456

Resource Type
Book

Author
Arma International

Title
Establishing Alphabetic Numeric and Subject Filing Systems

Edition
2009/e

Publisher
Arma International

Year
2009

College Level
Yes

ISBN #
9781931786249

For Text greater than five years old, list rationale:

Establishing Alphabetic Numeric and Subject Filing Systems is a book that describes the concept behind a functioning database. This concepts has not changed, however the software to perform those concepts have, but the software is not covered in this book.

Class Size Maximum

32

Entrance Skills

File management, multi table data base, web development and ecommerce

Prerequisite Course Objectives

CIS 010-Critical Thinking:
CIS 010-Students must understand what they want to accomplish, what logical steps are required to accomplish the objective, and how to submit instructions to the computer to achieve the required objective.
CIS 010-Computer Concepts:
CIS 010-Compare and contrast the basic categories of system software and application software.
CIS 010-Explain the basic concepts and understand the uses of various categories of productivity software, including word processing, electronic spreadsheets and database management.
CIS 010-Application software proficiency:
CIS 010-Demonstrate skills in disk and file management.
CIS 010-Demonstrate ability to design, create, and query a multi-table electronic database.
CIS 010-Discuss the importance of electronic data bases and web development to e-commerce.

Course Content

1. Records Management
   a. Standardized ARMA (Association of Records Managers and Administrators) Indexing Rules 1 – 10
   b. Alphabetic Records Management
   c. Subject Records Management
   d. Geographic Records Management
   e. Introduction to Electronic File Management
   f. Records and Information Management Programs
2. Introducing electronic database concepts, terms, and definitions
   a. Fields, Records, Files
   b. Data, Information, Forms, Reports
3. Building a database
   a. Design a normalized database
   b. Create, open, and save a database
   c. Enter and retrieve data
   d. Reviewing stored data
   e. Edit information in a file - adding and deleting records
4. Searching a database
   a. Using the Query and Display options
5. Organizing a database
   a. Using the Sort option
   b. Using the Index option
   c. Copy and store database files
6. Creating and printing formatted reports
   a. Create and modify a report format
   b. Create and modify labels
7. Designing custom screen displays
   a. Create and edit a custom screen form
   b. Adding fields
   c. Developing templates
   d. Using the screen form
8. Managing systems files

a. Import and export database files
b. Translate database files to and from other applications

Lab Content

Practical business applications demonstrating:

1. Building a database
   a. Design a normalized database
   b. Create, open, and save a database
   c. Enter and retrieve data
   d. Reviewing stored data
   e. Edit information in a file - adding and deleting records
2. Searching a database
   a. Using the Query and Display options
3. Organizing a database
   a. Using the Sort option
   b. Using the Index option
   c. Copy and store database files
4. Creating and printing formatted reports
   a. Create and modify a report format
   b. Create and modify labels
5. Designing custom screen displays
   a. Create and edit a custom screen form
   b. Adding fields
   c. Developing templates
   d. Using the screen form
6. Managing systems files
   a. Import and export database files
   b. Translate database files to and from other applications

Course Objectives

	Objectives
Objective 1	Define and describe basic database concepts.
Objective 2	Apply simple mathematical concepts to database functions such as query, list, and display, to select data.
Objective 3	Create and edit a database file and use the sort and index features to manage the information.
Objective 4	Create and use input screens, formatted output reports, and labels.
Objective 5	Import, export and translate database files to and from other applications.
Objective 6	Create, maintain, and dispose of proprietary information
Objective 7	Identify different records media in the workplace
Objective 8	Identify ARMA (Association of Records Managers and Administrators) filing rules
Objective 9	Apply alphabetic indexing rules to computer applications software

Student Learning Outcomes

	Upon satisfactory completion of this course, students will be able to:
Outcome 1	Analyze and plan a database including design, conceptualization processes and methods.
Outcome 2	Apply methods of filing and electronic records management
Outcome 3	Create and revise a database structure.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Discussion	In class discussion and/or online Canvas discussions
Demonstration, Repetition/Practice	Practice using different computer features according to the class content
Technology-based instruction	Use of hardware and software according to objectives

Lecture	Presentation of topic in content
Other (Specify)	Reading assignments Simulation filing drills Drills and quizzes Practical demonstration of Microsoft Access database design, build, and query

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Written homework	Short essays showing ability to relate Records Management concepts to business situations.	In and Out of Class
Laboratory projects	Design, create, query, and manage database projects.	In and Out of Class

Assignments

Other In-class Assignments
1. Group projects
2. Demonstrations and simulations
3. Quizzes
4. Capstone project.

Other Out-of-class Assignments
1. Creation and use of Data base projects.
2. Textbook readings
3. Homework simulations
4. Essays

Grade Methods
Letter Grade Only

Distance Education Checklist

Instructional Materials and Resources

Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:
Timely feedback and return of student work as specified in the syllabus
Discussion forums with substantive instructor participation
Chat room/instant messaging
Regular virtual office hours
Private messages
Online quizzes and examinations
Weekly announcements

External to Course Management System:
Direct e-mail
Posted audio/video (including YouTube, 3cmediasolutions, etc.)

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.
This class if online is being taught via Canvas. Instructors will use asynchronous text and video messages to interact with the students. Also, discussions boards, constant announcements will be used. Zoom virtual office hours with screen sharing and interaction capabilities will be available.

If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.
Canvas is used for external interaction as well.

Online Course Enrollment

Maximum enrollment for online sections of this course
32

Other Information

MIS Course Data

CIP Code
52.0401 - Administrative Assistant and Secretarial Science, General.

TOP Code
051400 - Office Technology/Office Computer Applications

SAM Code
C - Clearly Occupational

Basic Skills Status
Not Basic Skills

Prior College Level
Not applicable

Cooperative Work Experience
Not a Coop Course

Course Classification Status
Credit Course

Approved Special Class
Not special class

Noncredit Category
Not Applicable, Credit Course

Funding Agency Category
Not Applicable

Program Status
Program Applicable

Transfer Status
Transferable to CSU only

Allow Audit
Yes

Repeatability
No

Materials Fee
No

Additional Fees?
No

Files Uploaded

Attach relevant documents (example: Advisory Committee or Department Minutes)
AIS 017_CIS 017 ApprovalLetter.pdf

Approvals

Curriculum Committee Approval Date
3/5/2019

Academic Senate Approval Date
3/14/2019

Board of Trustees Approval Date
5/17/2019

Chancellor's Office Approval Date
6/5/2019

Course Control Number
CCC000605949

Programs referencing this course

Business Information Worker - Manager Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined?key=200)
Applications and Information Systems AS Degree (http://catalog.collegeofthedesert.eduundefined?key=223)
Computer Information Systems Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined?key=122)