

## SYLLABUS

**DIVISION:** Business and Engineering Technology

**REVISED:** Fall 2014

**CURRICULA IN WHICH COURSE IS TAUGHT:** Administrative Support Technology

**COURSE NUMBER AND TITLE:** AST 234—Records and Database Management

**CREDIT HOURS: 3 HOURS/WK LEC: 3 HOURS/WK LAB: 0 LEC/LAB COMB: 3**

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**I. CATALOG DESCRIPTION:** Teaches filing and records management procedures. Incorporates both manual and electronic methods using Access database software for managing information.

**II. RELATIONSHIP OF THE COURSE TO CURRICULA OBJECTIVES:**

- Demonstrate knowledge of various administrative support functions to perform satisfactorily in an office environment
- Communicate effectively orally and writing
- Demonstrate knowledge of alphabetic and numeric filing rules

**III. REQUIRED BACKGROUND/PREREQUISITIES:**

- If developmental studies are needed: MTE 1, MTE 2, ENF 1

**IV. COURSE CONTENT:**

- Records Management Overview
- Alphabetic Indexing Rules
- Electronic File Management
- Alphabetic Records Management, Equipment and Procedures
- Storing, Retrieving, and Transferring Records
- Numeric Records Management
- Maintaining Data in Access Tables
- Creating Tables and Relationships
- Creating Queries, Forms, and Reports

**V. THE FOLLOWING GENERAL EDUCATION OBJECTIVES WILL BE ADDRESSED IN THIS COURSE (Place X by all that apply)**

<u>  X  </u> Communication	<u>      </u> X Critical Thinking
<u>      </u> Cultural and Social Understanding	<u>      </u> X Information Literacy
<u>      </u> Personal Development	<u>      </u> X Quantitative Reasoning
<u>      </u> Scientific Reasoning	

## VI. LEARNER OUTCOMES

## VII. EVALUATION

<b>Records Management Concepts</b> <ul style="list-style-type: none"> <li>Learn about the various laws which affect records in the general and medical health offices.</li> <li>Learn about the various records management functions in organizations</li> <li>Explore careers in records management</li> </ul>	<b>Evaluation method</b> Classroom online research Written Report regarding HIPPA Laws and Privacy Laws Classroom discussions and research Blackboard Discussion Board Posts
<b>Alphabetic Filing Rules</b> <ul style="list-style-type: none"> <li>Demonstrate knowledge of the alphabetic rules of filing and cross-referencing</li> <li>Demonstrate knowledge of applying subject filing within an alphabetic arrangement</li> </ul>	<b>Evaluation method</b> Simulated Job Activities Chapter self-checks, reviews and applications Online Testing—SNAP Written Tests OPAC Testing
<b>Electronic File Management</b> <ul style="list-style-type: none"> <li>Identify the terminology associated with database software</li> <li>Demonstrate how computers sort data</li> <li>Explain the electronic record life cycle</li> </ul>	<b>Evaluation method</b> Simulated Job Activities Chapter self-checks, review and applications Online Testing—SNAP Written Tests
<b>Alphabetic Records Management, Equipment, and Procedures</b> <ul style="list-style-type: none"> <li>Demonstrate proficiency in filing correspondence</li> <li>Identify different types of storage equipment and supplies</li> <li>Organize correspondence for storage following correspondence filing procedures</li> </ul>	<b>Evaluation method</b> Simulated Job Activities Chapter self-checks, review and applications Online Testing--SNAP Written Tests
<b>Storing, Retrieving, and Transferring Records</b> <ul style="list-style-type: none"> <li>Understand records storage</li> <li>Explain the process of records retrieval</li> <li>Demonstrate knowledge records transfer</li> <li>Understand records center control procedures</li> <li>Recognize the use of records center software</li> </ul>	<b>Evaluation method</b> Simulated Job Activities Chapter self-checks, review and applications Online Testing--SNAP Written Tests
<b>Numeric Records Management</b> <ul style="list-style-type: none"> <li>Implement the use of consecutive numeric filing</li> </ul>	<b>Evaluation method</b> OPAC Testing
<b>Maintaining Data in Access Tables</b> <ul style="list-style-type: none"> <li>Understand database concepts and terminology</li> <li>Exploring access objects and user interface</li> <li>Adjusting column width, navigating in datasheet view</li> <li>Finding and editing records</li> <li>Adding records to a datasheet</li> <li>Adding records using a form</li> <li>Deleting records in a datasheet and form</li> <li>Moving columns; sorting records</li> <li>Applying and removing filters</li> <li>Previewing and Printing: Changing margins and page orientation</li> <li>Using help; hiding columns in a datasheet</li> </ul>	<b>Evaluation method</b> Simulated Job Activities Chapter Knowledge Checks, Skills Reviews, Skills Assessments Online Testing--SNAP Written Tests

<p><b>Creating Tables and Relationships</b></p> <ul style="list-style-type: none"> <li>• Creating a new database; creating a table</li> <li>• Creating a table in design view; setting the primary key</li> <li>• Modifying field size, caption, and default value properties</li> <li>• Validating field entries</li> <li>• Creating input masks; formatting a field</li> <li>• Creating a lookup list</li> <li>• Inserting, moving, and deleting fields; inserting a total row</li> <li>• Understanding relationships, using the relationships window</li> <li>• Creating and editing a one-to-many relationship</li> <li>• Creating and editing a one-to-one relationship</li> <li>• Printing a relationship report; deleting a relationship</li> </ul>	<p><b>Evaluation method</b></p> <p>Simulated Job Activities Chapter Knowledge Checks, Skills Reviews, Skills Assessments Online Testing--SNAP Written Tests</p>
<p><b>Creating Queries, Forms, and Reports</b></p> <ul style="list-style-type: none"> <li>• Creating a query using the simple query wizard</li> <li>• Creating a query in design view using a single table</li> <li>• Creating a query in design view using a multiple tables</li> <li>• Extracting records using criteria statements; hiding columns</li> <li>• Extracting records using AND criteria; sorting query results</li> <li>• Extracting records using OR criteria</li> <li>• Performing calculations in a Query</li> <li>• Creating and editing forms using forms tools</li> <li>• Adding fields to a form from another table</li> <li>• Adding a logo; resizing and editing objects</li> <li>• Creating and editing a report</li> <li>• Resizing and moving columns in a report</li> </ul>	<p><b>Evaluation method</b></p> <p>Simulated Job Activities Chapter Knowledge Checks, Skills Reviews, Skills Assessments Online Testing--SNAP Written Tests</p>