

Miami-Dade Community College
OST2362 - Database Applications for Business (REVISED, TITLE CHANGE)

Catalog Description:

This is a comprehensive course in the use of a database for microcomputers. This course is designed to provide training on concepts, features, and commands of a database for business and office administration applications. Classes are conducted in a hands-on lecture/laboratory environment where a microcomputer is available for each student. The content of this course will continually change to keep pace with current technology. The lab emphasizes the use and practice of a database for microcomputers.

3 Credits

Corequisite: OST2362L

Course Competencies:

- Competency 1: The student will use the basic common elements of a database for office and business applications by:
- a. Copying, renaming, and opening a database file.
 - b. Examining and printing a database table.
 - c. Using a form to enter data and print a record.
 - d. Previewing and printing a report.
 - e. Compacting and closing a database.
- Competency 2: The student will design a customized database for office and business applications by:
- a. Creating a new database and creating tables in design view.
 - b. Creating a table using a wizard.
 - c. Adding and deleting records in a table.
 - d. Creating a form using the form Wizard.
 - e. Modifying a form design.
 - f. Changing the tab order.
 - g. Creating a report using the report wizard.
 - h. Modifying and printing a report.
- Competency 3: The student will modify the structure of an existing database for office and business applications by:
- a. Adding, deleting, and modifying fields.
 - b. Adding hyperlink field types and data.
 - c. Adding input masks.
 - d. Setting field properties.
 - e. Creating a lookup list in a table.

- f. Displaying related records in a sub-datasheet.
- g. Creating relationships between tables and enforcing referential integrity.

Competency 4:

The student will retrieve information from a database for office and business applications by:

- a. Finding records.
- b. Sorting and indexing records.
- c. Using filter by selection to display data.
- d. Using filter by form to display data.
- e. Creating select queries to display data.
- f. Creating compound queries and using comparison operators.
- g. Creating a query based on two tables.
- h. Creating calculated values in a query.

Competency 5:

The student will integrate a database for office and business applications by:

- a. Importing data from spreadsheet software.
- b. Importing data from word processing software.
- c. Creating a query to merge with word processing software.
- d. Merging data with word processing software.
- e. Analyzing data with spreadsheet software.
- f. Converting a database.
- g. Linking to other databases.