

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

XX Transfer Course XX A.A. Degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: GC 214 Designing Data Bases Visually

UNIT VALUE: 3 units

MINIMUM NUMBER OF SEMESTER HOURS: 96 hours

BASIC SKILLS REQUIREMENTS: Appropriate language and computational skills

ENTRANCE REQUIREMENTS

PREREQUISITE: NONE

COREQUISITE: NONE

RECOMMENDED PREPARATION: NONE

SCOPE OF COURSE:

Organize and track people, projects, images and information in visually designed cross-platform relational data bases using graphic tools via wizards, templates and custom capabilities. Lay out powerful forms for the end user implementing graphical user interface standards. Publish for print and Web and intranet. Share and integrate secure data with workgroups across networks or other applications. Course is hands-on and will feature such applications as FileMaker Pro. *May be taken four times.* CSU

SPECIFIC COURSE OBJECTIVES:

The student will:

1. Identify Data Base Basics
2. Identify Application Basics (e.g., FileMaker Pro)
3. Create and manipulate Records and Files
4. Create and Design Data Bases and Layouts
5. Work with Objects
6. Format Text and Graphics
7. Implement Templates and Scripts
8. Implement Relational Databases
9. Interface with other applications and formats
10. Publish Data Bases (Print, Network, Web)

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

1. Identify Data Base Basics
 - a. Content
 - b. Form
2. Identify Application Basics (e.g., FileMaker Pro)
 - a. Screen and Modes
 - b. Menus
 - c. Toolbars
 - d. Opening and Saving Files
 - e. Application Capabilities and Features
3. Create and manipulate Records and Files
 - a. Manipulate Data in Records
 - b. Find/Sort
 - c. Spell Check
4. Create and Design Data Bases and Layouts
 - a. Plan Data Bases
 - b. Define Fields
 - 1) Field Types
 - 2) Entry Options
 - 3) Auto Enter Options
 - 4) Validation Options
 - 5) Storage Options
 - 6) Value Lists
 - 7) Format Fields
 - 8) Repeating Fields
 - 9) Formulas
 - 10) Calculations
 - 11) Summaries
 - c. Layout Types
 - d. Layout Views
 - e. Manipulating Layouts
 - f. Envelopes, Form Letters
 - g. Formatting Layouts
 - h. Scroll Bars
 - i. Tab Order
5. Work with Objects
 - a. Manipulating Objects
 - b. Formatting Objects
6. Format Text and Graphics
 - a. Specifying attributes
 - b. Draw features
 - c. Graphical User Interface Standards
7. Implement Templates and Scripts
 - a. Using templates and scripts
 - b. Creating templates and scripts
 - c. Implementing buttons
8. Implement Relational Databases
 - a. Identify Lookups
 - b. Identify Portals
 - c. Multiple Lookups

- d. Updating Lookups
- e. Defining Relationships
- f. Changing Relationships
- g. Creating Portals
9. Interface with other applications and formats
 - a. Convert files
 - b. Export files
 - c. Import files
 - d. Recover files
10. Publish Data Bases (Print, Network, Web)
 - a. Prepare file for Print
 - b. Prepare file for Network
 - c. Exchanging data via ODBC (Open Data Base Connectivity)
 - d. Web Companion

REQUIRED READING:

Hester, Nolan. FileMaker Pro 6 for Windows and Macintosh: Visual QuickStart Guide. Peachpit Press. 2002. ISBN: 0321167821

Baron, Cyndi and Peck, Dan . FileMaker Pro 6 Advanced for Windows and Macintosh: Visual QuickStart Guide. Peachpit Press. 2002. ISBN: 0321162196

SUGGESTED READING:

Current Internet sites and business journal and trade publication articles

REQUIRED WRITING:

One 3 page written report on an data base theme in our industry to provide context for experiential production exercises and projects.

Project notebook that documents original site, to include deliverables such as analysis, problem statement, navigation charts, site objectives, storyboards, files, resources, project tasks, responsibilities and timelines and sample Web page print-outs.

OUTSIDE ASSIGNMENTS:

- Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.
- Students will work on research and complete written assignments, study required text, complete handouts and spend time on own computer or in open lab completing computer assignments.
- Students will participate in online class chat sessions as well as post questions and answers to our Web Board Conference.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

DISTANCE LEARNING:

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply:

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

- 50% Final Presentation
- 20% Written Assignments
- 20% Assignments
- 10% Exams

<u>GRADING SCALE</u>	
1000-900	A
899-800	B
799-700	C
699-600	D
599-below	F

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes No Number of times course may be taken for credit: 4

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable:

58161(c)(2)(A)

CONTACT PERSON: Lillian Sophia Payn

SIGNATURES ON FILE