

COMPUTER OPERATIONS/3: DATABASE MANAGEMENT (90 Hours)

Course No.: 75-45-50

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signatures verify completion of course competencies)

A. **INTRODUCTION AND SAFETY** (3 hrs)

- _____ 1. Review scope and purpose of course
- _____ 2. Review classroom policies & procedures
- _____ 3. Review importance of prioritizing work
- _____ 4. Review first aid/emergency procedures
- _____ 5. Occupations available in industry sector
- _____ 6. OSHA laws governing computer operators
- _____ 7. Copyright laws pertaining to computers
- _____ 8. Review definition of ergonomics
- _____ 9. Ergonomic practices in one's workplace
- _____ 10. Causes of/preventing repetitive strains
- _____ 11. Demo correct typing techniques & posture
- _____ 12. Demo proper keyboard and monitor angle
- _____ 13. Benefits of periodic breaks to stretch/relax
- _____ 14. Demo variety of stretches
- _____ 15. Demo proper way to hold/use mouse
- _____ 16. Keyboard equivalent commands vs mouse
- _____ 17. Safety test

B. **ALPHABETIC INDEXING** (5 hrs)

- _____ 1. Define main types of filing systems
- _____ 2. Describe/demo four filing systems
- _____ 3. Identify supplies/equipment used in filing
- _____ 4. Proper use & storage of filing equipment

C. **BASIC FILING SYSTEM** (15 hrs)

- _____ 1. Define listed terms related to topic
- _____ 2. Compare alphabetizing and indexing
- _____ 3. Describe order of indexing units
- _____ 4. Alphabetize listed items
- _____ 5. Sequence numbers in business names

D. **CROSS-REFERENCING** (15 hrs)

- _____ 1. Define cross-referencing
- _____ 2. Describe why cross-referencing is used
- _____ 3. Describe determiners of cross-referencing
- _____ 4. Exhibit five cross-referenced names

- _____ 5. Cross-reference at least three documents
- _____ 6. Retrieve 10 business files and cross reference

E. **OPERATING SYSTEMS** (10 hrs)

- _____ 1. Define listed terms related to topic
- _____ 2. Features/function of database applications
- _____ 3. Different types of systems and components
- _____ 4. Record contents, field layout and names

F. **DATABASE MANAGEMENT** (40 hrs)

- _____ 1. Identify different sources of input
- _____ 2. Use of data processing applications
- _____ 3. Describe/demo database creation techniques
- _____ 4. Create 5 different database tables
- _____ 5. Importance of accuracy during input
- _____ 6. Demo database modification techniques
- _____ 7. Generate 3 reports from functional database
- _____ 8. Importance of relating 2 or more data tables
- _____ 9. Demo queries and generating labels/formats
- _____ 10. Print 5 tables, records, queries and reports
- _____ 11. Collect, organize, analyze, and interpret data
- _____ 12. Compile & protect reliable documentation
- _____ 13. Correct database integration problems

G. **EMPLOYABILITY SKILLS REVIEW** (2 hrs)

- _____ 1. Employer requirements in employee
- _____ 2. Update list of potential employers
- _____ 3. Finalize sample resume
- _____ 4. Importance of legible, accurate application
- _____ 5. Complete sample job application correctly
- _____ 6. Importance of interview enthusiasm & on job
- _____ 7. Appropriate appearance in interview/on job
- _____ 8. Continuous upgrading of job skills
- _____ 9. Customer service as way to build business