UNIVERSITI TEKNOLOGI MARA

ASM502: ADVANCED END USER APPLICATIONS

Course Name (English)	ADVANCED END USER APPLICATIONS APPROVED
Course Code	ASM502

MQF Credit	4

Course Description	This course will provide students with the concept of database management systems and project management. Hands-on training on database and project management software will be emphasized to enable students to utilize appropriate software for office applications. Good work ethics, problem-solving skills and proofreading skills will be highlighted.

Transferable Skills	demonstrate ability to apply creative, imaginative and innovative thinking and ideas to problem solving. demonstrate analytical skills using software. demonstrate ability to investigate problems and provide effective solutions

Teaching Methodologies	Lectures, Blended Learning, Presentation

CLO	CLO1	Demonstrate the concept of database management systems and project management.
	CLO2	Apply intermediate and advanced functions of a database and project management in relations to administrative systems management.

Pre-Requisite Courses	No course recommendations

Topics
1. The Database Approach 1.1) Why Databases? 1.2) Data vs. Information 1.3) Introducing the Database 1.4) Why Database Design is Important 1.5) Evolution of File System Data Processing 1.6) Problems with File System Data Processing 1.7) Database Systems 1.8) Preparing for Your Database Professional Career
2. Database Development Process 2.1) The Information System 2.2) The Systems Development Life Cycle 2.3) The Database Life Cycle 2.4) Conceptual Design 2.5) DBMS Software Selection 2.6) Database Design Strategies 2.7) Centralized vs. Decentralized Design
3. Data Models 3.1) Data Modeling and Data Models 3.2) The Importance of Data Models 3.3) Data Model Basic Building Blocks 3.4) Business Rules 3.5) The Evolution of Data Models

4. Databases and Database Objects: An Introduction
4.1) Introduction
4.2) Project – Database Creation
4.3) Designing a Database
4.4) Creating a Database
4.5) The Access Window
4.6) Creating a Table
4.7) Previewing and Printing the Contents of a Table
4.8) Creating Additional Tables
4.9) Importing Data from Other Applications to Access
4.10) Additional Database Objects
4.11) Database Properties
4.12) Special Database Operations

5. Querying a Database
5.1) Introduction
5.2) Project – Querying a Database
5.3) Creating Queries
5.4) Sorting
5.5) Joining Tables
5.6) Creating a Form for a Query
5.7) Exporting Data from Access to Other Applications
5.8) Adding Criteria to a Join Query
5.9) Calculations
5.10) Crosstab Queries

6. Creating Reports and Forms
6.1) Introduction
6.2) Project – Reports and Forms
6.3) Report Creation
6.4) Multitable Reports
6.5) Form Creation
6.6) Mailing Labels

7. Multitable Forms
7.1) Introduction
7.2) Project – Multitable Forms
7.3) Adding Special Fields
7.4) Updating the New Fields
7.5) Multitable Form Techniques
7.6) Object Depedencies
7.7) Date/Time, Memo, and Yes/No Fields in Queries
7.8) Datasheet in Forms
7.9) Creating a Multitable Form Based on the Many Table
7.10) Creating and Using a Navigation Form

8. Planning a Project
8.1) Introduction to Project Management
8.2) Benefits of Project Management Software
8.3) Starting Microsoft Project 2010
8.4) Viewing the Project 2010 Window
8.5) Entering Your First Tasks
8.6) Saving a Project
8.7) Closing a Project File
8.8) Using Existing Projects
8.9) Saving a Project with a New Name
8.10) Working in Different Views
8.11) Zooming the Timescale
8.12) Printing a View
8.13) Exiting Microsoft Project 2010

9. Creating a Project Schedule
9.1) Starting a New Project and Examining Scheduling Defaults
9.2) Reviewing Task Information
9.3) Examining Project Calendars
9.4) Entering Tasks and Durations in the Entry Table
9.5) Editing Tasks and Durations in the Entry Table
9.6) Editing Tasks and Durations in Other Views
9.7) Entering Recurring Tasks
9.8) Entering Milestones
9.9) Understanding Task Dependencies
9.10) Creating Task Dependencies
9.11) Editing Task Dependencies
9.12) Entering Lag and Lead Times
9.13) Creating a Work Breakdown Structure with Summary Tasks
9.14) Using WBS Codes

10. Communicating Project Information
10.1) Creating Reports Using Project 2010
10.2) Understanding the Critical Path
10.3) Filtering Tasks for Information
10.4) Formatting a Project
10.5) Working with the Network Diagram
10.6) Formatting a Network Diagram
10.7) Shortening the Critical Path by Changing Task Information
10.8) Shortening the Critical Path by Changing Calendars and Task Constraints
10.9) Viewing the Entire Project Using the Timeline

11. Assigning Resources and Costs
11.1) Entering Costs and Resource Data
11.2) Exploring Resource Information
11.3) Assigning Resources to Tasks
11.4) Understanding the Relationship among Work, Duration and Units
11.5) Creating a Fixed-Duration Task
11.6) Using Resource Usage View to Examine Resource Information

12. Tracking Progress and Closing the Project
12.1) Understanding Baseline and Interim Plans
12.2) Getting Ready to Track Progress
12.3) Understanding and Tracking Variance
12.4) Creating an Interim Plan
12.5) Understanding Conflicts and Updating the Project
12.6) Tracking Costs

13. Sharing Project Information
13.1) Sharing Project Data with Other Programs
13.2) Using Microsoft Office Excel to Analyze Numeric Data
13.3) Using the Copy Picture Feature
13.4) Exporting Project Data to Excel
13.5) Apply Earned Value Data to a Task Sheet and Export It to Excel
13.6) Starting a Project Plan by Using the Excel Task List Template
13.7) Importing Excel Data into Project 2010
13.8) Importing Outlook Tasks into a Project File
13.9) Using the Drawing Tool

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Individual Assignment 1	20%	CLO1
	Assignment	Individual Assignment 2	20%	CLO2
	Case Study	Case Study	20%	CLO2
	Test	Hands-On Test: Access Project Management	40%	CLO2

Reading List	Recommended Text	• Coronel, C., Morris, S., Rob, P., Shelly, G. B., Vermaat, M. E., & Bunin, R. B. 2014, *Advanced End User Applications*, Cengage Learning Asia Pte Ltd Malaysia
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	