Data Processing for Companies (A002446)

Course Specifications
Valid as from the academic year 2014-2015

Course offerings and teaching methods in academic year 2017-2018
A (semester 1) Dutch guided self-study 23.75 h
seminar: practical 6.25 h

Lecturers in academic year 2017-2018
Poels, Geert EB08 lecturer-in-charge

Offered in the following programmes in 2017-2018

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<th>Programme</th>
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<td>Master of Arts in Multilingual Business Communication</td>
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Teaching languages
Dutch

Keywords
Data Management, Date Analysis, Spreadsheets, Database Management

Position of the course
The goal of this course is to familiarise students with some basic concept that should enable a knowledge worker to use a computer and computer software for managing, archiving, analyzing and presenting information in the work environment. By means of guided exercises the student learns some advanced functionalities of a database management system and spreadsheet program.

Contents
Part I. Microsoft Access: Working with a relational database management system

• Implementing relational databases
• Querying relational databases
• Developing simple user interfaces using forms and reports

Part II. Microsoft Excel: Working with spreadsheets

• Basic operations
• Formatting the worksheet
• Printing of worksheets
• Working with graphs
• Links and formulas
• MS Excel functions
• Using databases
• What If questions

Initial competences
Basic computer knowledge, Operating System (Windows)

Final competences
Being able to develop and use spreadsheet and database applications for managing and analysing business data

Conditions for credit contract
Access to this course unit via a credit contract is unrestricted: the student takes into consideration the conditions mentioned in 'Starting Competences'

Conditions for exam contract
This course unit cannot be taken via an exam contract

Teaching methods

(Approved)
Guided self-study, seminar: practical PC room classes

Extra information on the teaching methods
For part I (databases) practice sessions in a computer room are organized. During these sessions the study material is explained, illustrated and practised by the students by means of exercises. The exercises are intensively guided by the teachers. For part II (spreadsheets) guided self-study is employed. To this end a self-study package was developed which uses a variety of didactical instruments: textbook with exercises, videocasts on MINERVA, Curios tests on MINERVA, slides with summaries of the study materials and solutions of exercises (MINERVA). One practice session in a computer room is organized for solving an example exam. For both parts, the teachers are available for individual guidance and Q&A.

Learning materials and price

Part I: MS Access
Eddy Van den Broeck, Erik Cuypers

Part II: MS Excel
Eddy Van den Broeck, Erik Cuypers
Estimated cost: 25 EUR

References

Course content-related study coaching
Intensive guidance of students via MINERVA; individual guidance is possible

Evaluation methods
end-of-term evaluation

Examination methods in case of periodic evaluation during the first examination period
Open book examination, assignment

Examination methods in case of periodic evaluation during the second examination period
Open book examination, assignment

Examination methods in case of permanent evaluation

Possibilities of retake in case of permanent evaluation
not applicable

Extra information on the examination methods
Practice exam at the computer, all study materials are allowed (i.e., open book). The assignments must be solved using MS Access and MS Excel.

Calculation of the examination mark
One exam for both parts resulting in a single score

Facilities for Working Students
No