COURSE OUTLINE

CITA 104 - INTRODUCTION TO DATABASE

Prepared By: Tim Davey
A. **TITLE:** Introduction to Database

B. **COURSE NUMBER:** CITA 104

C. **CREDIT HOURS:** 1

D. **WRITING INTENSIVE COURSE:** N/A.

E. **COURSE LENGTH:** 7 weeks

F. **SEMESTER(S) OFFERED:** Fall/Spring/Summer

G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:** 2 lecture hours per week

H. **CATALOG DESCRIPTION:**
This course introduces the student to the fundamentals of database programs. Students will be exposed to the creation, maintenance and organizing of a database. The students will also create listings and reports. Two hours lecture per week for seven weeks.

I. **PRE-REQUISITES/CO-COURSES:**
Students are expected to possess a working familiarity with the Windows operating environment. A basic knowledge of word processing is helpful.

J. **GOALS (STUDENT LEARNING OUTCOMES):**
The course objective is to introduce the student to basic relational database concepts. Upon completion of the course, the student will be able to:

<table>
<thead>
<tr>
<th>Course Objective</th>
<th>Institutional SLO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create and modify tables</td>
<td>SLO-2 Crit. Thinking</td>
</tr>
<tr>
<td></td>
<td>SLO-3 Prof. Comp.</td>
</tr>
<tr>
<td>Creating and modify queries</td>
<td>SLO-2 Crit. Thinking</td>
</tr>
<tr>
<td></td>
<td>SLO-3 Prof. Comp.</td>
</tr>
<tr>
<td>Create and modify forms</td>
<td>SLO-2 Crit. Thinking</td>
</tr>
<tr>
<td></td>
<td>SLO-3 Prof. Comp.</td>
</tr>
<tr>
<td>Create and modify reports</td>
<td>SLO-2 Crit. Thinking</td>
</tr>
<tr>
<td></td>
<td>SLO-3 Prof. Comp.</td>
</tr>
<tr>
<td>Build expressions to perform calculations</td>
<td>SLO-2 Crit. Thinking</td>
</tr>
<tr>
<td></td>
<td>SLO-3 Prof. Comp.</td>
</tr>
<tr>
<td>Use aggregate functions within a database structure</td>
<td>SLO-2 Crit. Thinking</td>
</tr>
<tr>
<td></td>
<td>SLO-3 Prof. Comp.</td>
</tr>
</tbody>
</table>

K. **TEXTS:**
Exploring: Microsoft Access 2013, Introductory
Mary Anne Poatsy, *Montgomery County Community College*
Cynthia Krebs, *Utah Valley University*
Eric Cameron, *Passaic County Community College*
Robert Grauer

L. **REFERENCES:**
As determined by the instructor
M. **EQUIPMENT:**
Computers, software, LCD monitor, or SmartBoard

N. **GRADING METHOD:** A – F

O. **MEASUREMENT CRITERIA/METHODS:**
- Assignments
- Class work/homework
- Final exam
- Participation

P. **DETAILED COURSE OUTLINE:**
I. Introduction to Microsoft Access: What is a Database?
   A. Introduction to Microsoft Access
   B. Filters and Sorting
   C. Pivot Tables and Pivot Charts

II. Tables and Forms: Design, Properties, Views, and Wizards
   A. Creating a Table
   B. Forms

III. Information From the Database: Reports and Queries
   A. Reports
   B. Introduction to Queries
   C. Grouping Records
   D. Crosstab Queries
   E. Actions Queries

IV. Proficiency: Relational Databases, External Data, Charts, and the Switchboard
   A. Multiple-Table Queries
   B. Maintaining the Database
   C. Import Spreadsheet Wizard
   D. Total Queries
   E. The User Interface

Q. **LABORATORY OUTLINE:** N/A