COURSE OUTLINE

CITA 105 - INTERMEDIATE DATABASE

Prepared By: Tim Davey
A. **TITLE:** Intermediate Database

B. **COURSE NUMBER:** CITA 105

C. **CREDIT HOURS:** 1

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

E. **COURSE LENGTH:** 7 weeks

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

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

H. **CATALOG DESCRIPTION:** This course is designed to increase the students knowledge of database fundamentals using an industry standard database package as the instructional platform. The student will learn to do more advanced querying of the database, create and use custom forms, create and use custom reports, use the briefcase wizard, create action queries and macro writing.

I. **PRE-REQUISITES/CO-COURSES:** CITA 104 - Introduction to Database or permission of instructor.

J. **GOALS (STUDENT LEARNING OUTCOMES):**

<table>
<thead>
<tr>
<th>Course Objective</th>
<th>Institutional SLO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create and modify a PivotTable</td>
<td>SLO-2 Critical Thinking Skills</td>
</tr>
<tr>
<td>Create an Input Mask</td>
<td>SLO-2 Critical Thinking Skills</td>
</tr>
<tr>
<td>Compare Fields Using a Data Macro</td>
<td>SLO-2 Critical Thinking Skills</td>
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</tbody>
</table>
| Determine When to Use an Action Query   | SLO-2 Critical Thinking Skills  
|                                          | SLO-3 Professional Competence |
| Add an Attachment Field                 | SLO-2 Critical Thinking Skills  
|                                          | SLO-3 Professional Competence |
| Use the Database Documenter Tool        | SLO-2 Critical Thinking Skills |
| Identify When to Use a Data Macro       | SLO-2 Critical Thinking Skills  
|                                          | SLO-3 Professional Competence |

K. **TEXTS:**
   Microsoft Excel Comprehensive
   by Mary Anne Poatsy, Cynthia Krebs, Eric Cameron, Jerri Williams, Robert T. Grauer
   Publisher: Prentice Hall  Pub. Date:June 2013

L. **REFERENCES:**
   None

M. **EQUIPMENT:** Computer lab with a projection screen and LCD monitor. Database software should be installed as well

N. **GRADING METHOD:** A – F
O. MEASUREMENT CRITERIA/METHODS: Assignments and tests (Skill Assessment Manager)

P. DETAILED COURSE OUTLINE:
   I. Advanced Queries
      A. Lookup Wizard Field(s)
         1. What they are
         2. How to convert a field into a lookup wizard field
      B. Pattern Matches
         1. Like operator
            a. match starting value
            b. match ending value
            c. match pattern anywhere in the field
         2. List of values match
         3. Non-matching value operator (Not)
         4. Use of both the And and Or operator in the same query
      C. Parameter Queries
         1. Purpose
         2. Creating a parameter based query
   II. Custom Forms
      A. Creating a Custom Form
         1. Custom form verses the form wizard
         2. The design view screen
         3. Bound, Unbound and Calculated controls
         4. Adding Fields to a Form
         5. Selecting and Moving controls
         6. Changing a Label Caption
         7. Saving the Form
         8. Resizing Controls
         9. Using Form Headers and Footers
            a. What are form headers and footers?
            b. adding a form header or footer
            c. removing a form header or footer
         10. Adding a Picture to a Form
      B. Using the Form
         1. Adding a Subform
         2. Using a Filter With a Form
   III. Custom Reports
      A. Reports verses Forms
      B. Sections
         1. Report Header
         2. Page Header
         3. Group Header
         4. Detail
         5. Group Footer
         6. Pager Footer
         7. Report Footer
      C. Designing the Report
         1. Design Window
2. Adding Fields to the Report
3. Working With Controls
4. Moving and Resizing Controls
5. Aligning Controls
6. Dating the Report
7. Page numbering
8. Adding Headers and Footers
9. Adding Lines to the Report
10. Calculating and Printing Group Totals and Overall Totals

IV. Briefcase Replication
   A. What it is
   B. Creating a Briefcase Replica
   C. Creating a Find Unmatched Query
   D. Creating a Top Values Query

V. Action Queries
   A. Creating and Using a Make Table Query
   B. Creating an Append Query
   C. Creating a Delete Query
   D. Creating an Update Query

Q. LABORATORY OUTLINE: N/A