CITA 104 - INTRODUCTION TO DATABASE

Created by: Tim Davey
Updated by: Minhua Wang
A. **TITLE:** Introduction to Database

B. **COURSE NUMBER:** CITA 104

C. **CREDIT HOURS:** (Hours of Lecture, Laboratory, Recitation, Tutorial, Activity)

   - **# Credit Hours:** 1
   - **# Lecture Hours:** 2 per week
   - **# Lab Hours:** Other per week
   - **Course Length:** 7 Weeks

D. **WRITING INTENSIVE COURSE:** No

E. **GER CATEGORY:** None

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

G. **COURSE 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.

H. **PRE-REQUISITES/CO-REQUISITES:**

   a. Pre-requisite(s): none
   b. Co-requisite(s): none
   c. Pre- or co-requisite(s): none

I. **STUDENT LEARNING OUTCOMES:**

   By the end of this course, the student will be able to:

<table>
<thead>
<tr>
<th>Course Student Learning Outcome [SLO]</th>
<th>ISLO</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Create and modify tables</td>
<td>5</td>
</tr>
<tr>
<td>b. Creating and modify queries</td>
<td>5</td>
</tr>
<tr>
<td>c. Create and modify forms</td>
<td>5</td>
</tr>
<tr>
<td>d. Create and modify reports</td>
<td>5</td>
</tr>
<tr>
<td>e. Build expressions to perform calculations</td>
<td>3[QTR] 5</td>
</tr>
<tr>
<td>f. Use aggregate functions within a database structure</td>
<td>2[CA] 5</td>
</tr>
</tbody>
</table>

J. **APPLIED LEARNING COMPONENT:** Yes X No

   - Classroom/Lab

K. **TEXTS:** As determined by the instructor

L. **REFERENCES:** As determined by the instructor
M. **EQUIPMENT:** Computer lab classroom

N. **GRADING METHOD:** A-F

O. **SUGGESTED MEASUREMENT CRITERIA/METHODS:**
   - Exams
   - Participation
   - Assignments

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