

**STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK**



MASTER SYLLABUS

CITA 105 - INTERMEDIATE DATABASE

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**CANINO SCHOOL OF ENGINEERING TECHNOLOGY
DECISION SYSTEMS
FALL 2018**

- A. **TITLE:** Intermediate Database
- B. **COURSE NUMBER:** CITA 105
- C. **CREDIT HOURS:** (Hours of Lecture, Laboratory, Recitation, Tutorial, Activity)

Credit Hours: 1
 # Lecture Hours: 2 per week
 # Lab Hours: per week
 Other: per week

Course Length: 7 Weeks

- D. **WRITING INTENSIVE COURSE:** No
- E. **GER CATEGORY:** None
- F. **SEMESTER(S) OFFERED:** Fall/Spring
- G. **COURSE 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.
- H. **PRE-REQUISITES/CO-REQUISITES:**
- Pre-requisite(s): CITA 104 Introduction to Database
 - Co-requisite(s): none
 - Pre- or co-requisite(s): none

I. **STUDENT LEARNING OUTCOMES:**

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

<u>Course Student Learning Outcome [SLO]</u>	<u>ISLO</u>
a. Create and modify a PivotTable	5
b. Create an Input Mask	5
c. Compare Fields Using a Data Macro	5
d. Determine When to Use an Action Query	5
e. Add an Attachment Field	5
f. Use the Database Documenter Tool	5
g. Identify When to Use a Data Macro	2[CA] 5

- J. **APPLIED LEARNING COMPONENT:** Yes X No _____
- Classroom/Lab

K. **TEXTS:** *Microsoft Excel Comprehensive* by Mary Anne Poatsy, Cynthia Krebs, Eric Cameron, Jerri Williams, Robert T. Grauer. ISBN: 0133412202. ISBN-13: 9780133412208. Prentice Hall. June 2013.

L. **REFERENCES:** None.

M. **EQUIPMENT:** Computer lab classroom

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

O. **SUGGESTED MEASUREMENT CRITERIA/METHODS:**

- Exams
- Tests

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