

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



**MASTER SYLLABUS**

**CITA 104 - INTRODUCTION TO DATABASE**

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

- 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: per week  
 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:

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

- 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