CIST 1220 Structured Query Language (SQL)

COURSE SYLLABUS
Online
Fall Semester 2018 (FY201912)
Aug 13, 2018 – Oct 4, 2018 Mini Semester A
TENTATIVE – SUBJECT TO CHANGE

COURSE INFORMATION
Credit Hours/Minutes: **4 / 5250**
Class Location: **Georgia Virtual Technical Connection (GVTC)/Blackboard**
Class Meets: **Via Internet for 15 weeks**
CRN: **20368**
Preferred Method of Contact: **STC Email – jpowers@southeasterntech.edu**

INSTRUCTOR CONTACT INFORMATION
Instructor Name: **Mr. Jamie Powers**
Office Location: **Swainsboro Campus, Building 2, Room 2106**
Office Hours: **3:00pm – 5:30pm Monday/Wednesday Swainsboro Campus and 3:45pm – 5:00pm**
Email Address: **jpowers@southeasterntech.edu**
Phone: **478-289-2221**
Fax Number: **478-289-2276**
Tutoring Hours (if applicable): **Made by appointment with instructor**

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's Catalog and Handbook (http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Pratt & Last, A Guide to SQL, Course Technology, Massachusetts 2015. (ISBN: 1-111-52727-X or 978-1-111-52727-3 **Students are required to have all books and supplies on the first day of class.**
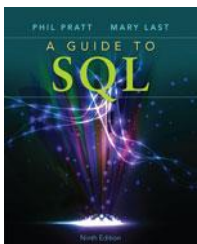
REQUIRED SUPPLIES & SOFTWARE

One 3 ring binder notebook, loose-leaf paper, pens, pencils, and 1 Flash USB Drive.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

COURSE DESCRIPTION

Includes basic database design concepts and solving database retrieval and modification problems using the SQL language. Topics include: database Vocabulary, Relational Database Design, Date retrieval using SQL, Data Modification using SQL, Developing and Using SQL Procedures.

MAJOR COURSE COMPETENCIES/COURSE OUTLINE

Database Vocabulary, Relational Database Design, Date retrieval using SQL, Data Modification using SQL, and Developing and Using SQL Procedures.

PREREQUISITE(S)

CIST 1001 Computer Concepts

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:
1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Students are expected to complete all work shown on the attached assignment sheet. Students are also expected to complete all tests and comprehensive problems on the dates specified on the attached calendar. Assignments will be saved **via the Remote Lab Information Delivery System (IDS) in the P: Drive – CIST 1220 folder using the MySQL program text editor, Notepad ++, and/or Word 2013.** Assignments are given with numerous days to complete; therefore **no assignment will be accepted late**. **After the due date a grade of zero will be given.** Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor. Students are responsible for policies and procedures included in the *STC Catalog*. **CIST program students must earn a minimum grade of C in this course.**

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55 PM on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military

duty, court duty, or required job training will be made at the discretion of the instructor.

DISCUSSION BOARD TOPICS

Discussions must be appropriate to the class. Spelling and Grammar are considered part of the grade. Posted content should fully answer the question. Short 1 to 2 sentence posts will not be sufficient. See Discussion Board rubric below. **Complete your initial post by Wednesday and all replies by the Monday due date.**

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact [Helen Thomas](mailto:hthomas@southeasterntech.edu) (hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with [Helen Thomas](mailto:hthomas@southeasterntech.edu) (hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

Online Proctored Event Withdrawals

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an "F" for the course.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate

days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

PROCTORING FEES
Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, October 4, 2018, 4:00 PM, Room 818 of the Gillis Building and Swainsboro Campus, October 3, 3:00 PM, Room 2106 Building 2.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC…)
Students are required to take all tests scheduled during the semester. Failure to take Tests/Exam(s), and assignments will result in a grade of zero. There will be no makeup of assignments or EXAMS. If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the assignment/exam will be reset. Instructor reserves the right to deduct points from the scores for exceeding the scheduled time limit on the assignment/exam. Note: If student notifies instructor about problems because of technical issues after the due date or on the last day of the semester, the student will NOT be allowed to make-up the assignment. No exceptions! Assignments must be turned in on the assigned date and will not be accepted late, a grade of zero will be given. All assignments are due according to the lesson plan. The due dates are posted on the lesson plan. Weeks start on Tuesday and end on Monday with assignments due on Monday at 11:55 PM. See Lesson Plan. Makeups are not allowed for unannounced quizzes/assignments.

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. **First Offense**
   Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.
2. **Second Offense**
   Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.
3. **Third Offense**
   Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website.

TCSG GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Exercises	20%
Review Questions	20%
Discussion Boards	10%
Chapter Exams	30%
Final Proctored Exam	20%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Grade of D or below results in student repeating the class

DISCLAIMER STATEMENTS
Instructor reserves the right to change the syllabus and/or lesson plan as necessary.
The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.

Discussion Board Grading Rubrics:

Criteria Weight	Exceptional 100	Proficient 90	Satisfactory 70	Poor 50	Unacceptable 0
Grammar/ Spelling **25.00 %**	• No grammatical or spelling errors **(25 points)**	• Grammatical and spelling errors are few and cause no comprehension problems. **(22.5 points)**	• Grammatical and spelling errors cause the reader to reread many parts of the post. **(17.5 points)**	• Grammatical and spelling errors are frequent making posts confusing to read and comprehend. **(12.5 points)**	• Grammatical and spelling errors are so numerous that the post is hard or impossible to comprehend. **(0 points)**
Posts & Word Count **25.00%**	• Posts early to allow time to read and reply • Publishes at least one original post and at least one reply • 125 - 150 words in main thread **(25 points)**	• Posts early to allow others time to read and reply • Publishes one post and one reply • 80 – 124 words in main thread **(22.5 points)**	• Posts at the last minute without allowing enough time for others to read and reply. • Publishes one post and no replies • 26 – 79 words in main thread **(17.5 points)**	• Posts at the last minute without allowing enough time for others to read and reply. • Publishes no posts and one reply • 0-25 words in main thread **(12.5 points)**	• Publishes no posts or replies **(0 points)**
Critical Thinking NO COPYING AND PASTING FROM WEBSITES. **If any information comes from a website it must be cited as a resource.** **25.00%**	• Content provides a thorough frame of reference for comprehending the solution; • an original solution is provided. • Numerous Resources listed **(25 points)**	• Content provides appropriate factual data but is not original or complete to solve problem or topic. • Resources listed **(22.5 points)**	• Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution. • Few resources listed **(17.5 points)**	• Content is not a realistic solution to the problem or topic. • One resource listed **(12.5 points)**	• Content fails to offer a conscientious solution to selected problem or topic. • No resource listed **(0 points)**
Explanation **25.00%**	• All Steps are covered. • Questions are answered correctly. **(25 points)**	• Most Steps are covered and answered correctly. **(22.5 points)**	• Most steps are covered but not answered correctly. **(17.5 points)**	• Less than half of the steps are covered and answered correctly. **(12.5 points)**	• Less than half of the steps are covered and not answered correctly. • **(0 points)**

CIST1220 Structured Query Language (SQL)

Fall Semester 2018 Lesson Plan (FY201912)

Date	Chapter	Content	Assignments and Tests	Competency
Week 1 Aug 13 - 20	1	Class Introduction – Syllabus, Outline, Rules, and Regulations Coverage, Completion of Forms Review Blackboard Course, Discussion Boards	**Login to Blackboard:** Complete each item Getting Started Pledge Acknowledgement Student Introduction Use the Oracle Information and Files link to access your Oracle Files. You will need to print these out to use for the first few chapters. Read Chapter 1 – There is nothing to submit this week **Week 1 assignments must be completed and turned in before 11:55 PM Aug 20**	
Week 2 Aug 21 - 27	1	**Chapter 1** Introduction to Tal Distributors, Colonial Adventure Tours, and Solmaris Condominium Group	**COMPLETE EVEN** Number Exercises (Colonial Adventure Tours and Solmaris Condominium Group) **using Word. Save to your jump drive.** Complete Discussion Board Question 1 Chapter 1 Review Questions on Blackboard Chapter 1 Test **Week 2 assignments must be completed and turned in before 11:55 PM Aug 27**	**1 a,b,c**
Week 3 Aug 28 – Sept 3	2 3	Load Oracle 11g Database Express Edition from Oracle Website (FREE). ***See instructions on Blackboard announcement*** **Chapter 2** Database Design Fundamentals **Start Chapter 3** Creating Tables	**WILL NEED ORACLE DATABASE FOR CHAPTER 3 -8** No Exercises for Chapter 2 Complete Discussion Board Question 2 Chapter 2 Review Questions on Blackboard **Chapter 2 Test** Complete Discussion Board Question 3 **Week 3 assignments must be completed and turned in before 11:55 PM Sept 4**	1,2,3 a,b,c
Week 4 Sept 4 - 10	3	**Chapter 3** Creating Tables **MUST HAVE ORACLE DATABASE 10 G EXPRESS LOADED TO COMPLETE WORK.** **GET DATA FILES OFF THE FILE ON THE BLACKBOARD COURSE or STC DRIVE M:**	**COMPLETE ALL** Exercises (Colonial Adventure Tours and Solmaris Condominium Group) **using Oracle SQL Commands text editor and run. Copy and paste your command to a word document. Number the questions. Save the whole document as Colonial & Solmaris Chp 3 YOURNAME to your jump drive and place in the chapter dropbox.** Chapter 3 Review Questions on Blackboard	3 a,c

Date	Chapter	Content	Assignments and Tests	Competency
		CIST\CIST1220 – SQL\ORACLE FOLDER	**Quiz 1** **Chapter 3 Test** **Week 4 assignments must be completed and turned in before 11:55 PM Sept 10**	
Week 5 Sept 11 - 17	**4**	**Chapter 4** Single-Table Queries	**COMPLETE ALL** Exercises (Colonial Adventure Tours and Solmaris Condominium Group) **using Oracle SQL Commands text editor and run. Copy and paste your command to a word document. Number the questions. Save the whole document as Colonial & Solmaris Chp 4 YOURNAME to your jump drive and place in the chapter dropbox.** Complete Discussion Board Question 4 **Quiz 2** Chapter 4 Review Questions on Blackboard **Chapter 4 Test** **Week 5 assignments must be completed and turned in before 11:55 PM Sept 17**	**3, a,b,c**
Week 6 Sept 18 - 24	**5**	**Chapter 5 –** Multiple-Table Queries **See Announcement for Hints**	**COMPLETE ALL** Exercises (Colonial Adventure Tours and Solmaris Condominium Group) **using Oracle SQL Commands text editor and run. Copy and paste your command to a word document. Number the questions. Save the whole document as Colonial & Solmaris Chp 5 YOURNAME to your jump drive and place in the chapter dropbox.** Chapter 5 Review Questions on Blackboard Complete Discussion Board Question 5 Quiz **Chapter 5 Test** **Week 6 assignments must be completed and turned in before 11:55 PM Sept 24**	3, a,b,c
Week 7 Sept 25 – Oct 1	6 7	**Chapter 6 –** Updating Data **See Announcement for Hints** **Chapter 7 –** Database Administration	**COMPLETE ALL** Exercises (Colonial Adventure Tours and Solmaris Condominium Group) **using Oracle SQL Commands text editor and run. Copy and paste your command to a word document. Number the questions. Save the whole document as Colonial & Solmaris Chp 6 YOURNAME to your jump drive and place in the chapter dropbox.** Chapter 6 Review Questions **Chapter 6 Test** **COMPLETE ALL** Exercises (Colonial Adventure Tours and Solmaris Condominium	4 a,b,c

Date	Chapter	Content	Assignments and Tests	Competency
			Group) **using Oracle SQL Commands text editor and run. Copy and paste your command to a word document. Number the questions. Save the whole document as Colonial & Solmaris Chp 7 YOURNAME to your jump drive and place in the chapter dropbox.** Chapter 7 Review Questions **Chapter 7 Test** **Week 7 assignments must be completed and turned in before 11:55 PM Oct 1**	
Week 7.5 Oct 1 - 4	8	**Chapter 8** –SQL Functions & Procedures **Last day of class - Semester A Ends Oct 4**	**COMPLETE 1-5, 8** Exercises (Colonial Adventure Tours only) **using Oracle SQL Commands text editor and run. Copy and paste your command to a word document. Number the questions. Save the whole document as Colonial Chp 8 YOURNAME to your jump drive and place in the chapter dropbox.** Chapter 8 Review Questions **Week 7/8 assignments must be completed and turned in before 11:55 PM Thursday Oct 4** **Final Proctored Exam Covering Chapters 1-8 Oct 3 on Swainsboro Campus** **Oct 4 on Vidalia Campus**	1,3,4,5 a,b,c

Competency Areas:
1. Database Vocabulary
2. Relational Database Design
3. Date retrieval using SQL
4. Data Modification using SQL
5. Developing and Using SQL Procedures

General Core Educational Competencies
a) The ability to utilize standard written English.
b) The ability to solve practical mathematical problems.
c) The ability to read, analyze, and interpret information.

Students are responsible for all information contained in this lesson plan. This lesson plan is subject to change at instructor's discretion.