



CIST 1220 Structured Query Language (SQL)

COURSE SYLLABUS

Hybrid

Spring Semester 2020 (FY202014)

TENTATIVE – SUBJECT TO CHANGE

COURSE INFORMATION

Credit Hours/Minutes: **4 / 5250**

Class Location: **Swainsboro Campus, Building 2, Room 2106**

Class Meets: **Tuesday and Thursday 1:15P a.m. – 3:10 p.m. 15 weeks, 60% in class, 40% online (hybrid)**

CRN: **40057**

Preferred Method of Contact: **STC Email – [Jamie Powers jpowers@southeasterntech.edu](mailto:jpowers@southeasterntech.edu)**

INSTRUCTOR CONTACT INFORMATION

Instructor Name: **Mr. Jamie Powers**

Email Address: [Jamie Powers jpowers@southeasterntech.edu](mailto:jpowers@southeasterntech.edu)

Office Location: **Swainsboro Campus, Building 2, Room 2106**

Office Hours: **8 a.m. – 9:30 a.m. Tuesday/Thursday and 3:30 p.m. – 5:30 p.m. Monday/Wednesday**

Phone: **478-289-2221**

Fax Number: **478-289-2276**

Tutoring Hours (if applicable): **Made by appointment with instructor**

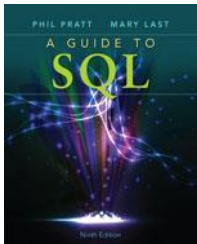
This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

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) (<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, 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.

Students should not share login credentials with others and should change passwords periodically to maintain security.

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 Blackboard assignment drop box and schools local P: drive CIST 1220 folder using the MySQL program text editor, Notepad ++, and/or Word 2016.** 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 Southeastern Technical College *Catalog and Handbook*.

Program students must earn a minimum grade of C in this course. Unannounced quizzes/assignments may be given. Late assignments will not be accepted. Students who miss any assignment, quiz, test, or project will receive a grade of 0.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of **4 hours per week** during the semester doing the required homework, quizzes, and tests. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

EMAILS

Preferred method of communication should be through student MAIL. Make sure that you always type your name and class in the subject line of every email you send me so I know which class you are in. For example:
CIST1220 Powers

College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of our Blackboard course.

CHECKING GRADES

A grade book is made available in the BLACKBOARD course on the main page by clicking the MY GRADES link when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students can view their grades at any time to see the individual grades for each assignment. The overall percentage averages should display in the grade book to help track course progress.

NO HARM NO FOUL POLICY

It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student comes to class during the first three days or any day during this time, the student will be dropped with no penalty **only if** they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the quarter. **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.**

HYBRID ATTENDANCE

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

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. 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" in a course.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Macy Gay mgay@southeasterntech.edu](mailto:MacyGay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:HelenThomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay mgay@southeasterntech.edu](mailto:MacyGay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:HelenThomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

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.

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 Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and 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" (Withdrawn Failing) 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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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

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|--|---|
| <p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p> | <p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p> |
| <p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p> | <p>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</p> |

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 Southeastern Technical College'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 [Southeastern Technical College's Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (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 | 30% |
| Review Questions | 20% |
| Chapter Tests | 20% |
| Quizzes | 10% |
| Final 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.

CIST1220 Structured Query Language (SQL)
Spring Semester 2020 Lesson Plan (FY202014)

| Date | Chapter | Content | Assignments and Tests | Competency |
|--------------------------|----------|---|--|-------------|
| Week 1 Jan 7 - 13 | 1 | Class Introduction – Syllabus, Outline, Rules, and Regulations Coverage, Completion of Forms Review Blackboard Course | 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. Setup Tables with Instructor (In Class) Read Chapter 1 – There is nothing to submit this week (Online) Instructor Lecture and demonstration over Chapter (In Class) Week 1 assignments must be completed and turned in before 11:55 PM Jan 13 | 1 a,b,c |
| Week 2 Jan 14 - 21 | 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. (In Class and Online) Chapter 1 Review Questions on Blackboard (Online) Chapter 1 Test (In Class) Week 2 assignments must be completed and turned in before 11:55 PM Jan 21 | 1 a,b,c |
| Week 3 Jan 21 - 27 | 2 | Load Oracle 11g Database Express Edition from Oracle Website (FREE). <i>See instructions on Blackboard announcement</i> Chapter 2 Database Design Fundamentals | WILL NEED ORACLE DATABASE FOR CHAPTER 3 -8 Instructor Lecture and demonstration over Chapter (In Class) No Exercises for Chapter 2 Week 3 assignments must be completed and turned in before 11:55 PM Jan 27 | 1,2,3 a,b,c |

| Date | Chapter | Content | Assignments and Tests | Competency |
|-----------------------------|----------|---|---|-------------|
| Week 4 Jan 28 – Feb 3 | 2 | Load Oracle 11g Database Express Edition from Oracle Website (FREE). <i>See instructions on Blackboard announcement</i> Chapter 2 Database Design Fundamentals | Chapter 2 Review Questions on Blackboard (Online) Chapter 2 Test (In Class) Start Chapter 3 Creating Tables Week 4 assignments must be completed and turned in before 11:55 PM Feb 3 | 1,2,3 a,b,c |
| Week 5 Feb 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: CIST\CIST1220 – SQL\ORACLE FOLDER | Instructor Lecture and demonstration over Chapter (In Class) 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. (In Class and Online) Week 5 assignments must be completed and turned in before 11:55 PM Feb 10 | 3 a,c |
| Week 6 Feb 11 - 17 | 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: CIST\CIST1220 – SQL\ORACLE FOLDER | Chapter 3 Review Questions on Blackboard (Online) Quiz 1 (In Class) Chapter 3 Test (In Class) Week 6 assignments must be completed and turned in before 11:55 PM Feb 17 | 3 a,c |
| Week 7 Feb 18 - 24 | 4 | Chapter 4 Single-Table Queries | Instructor Lecture and demonstration over Chapter (In Class) 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. (In Class and Online) Week 7 assignments must be completed | 3, a,b,c |

| Date | Chapter | Content | Assignments and Tests | Competency |
|-----------------------------|----------|--|--|------------|
| | | | and turned in before 11:55 PM Feb 24 | |
| Week 8 Feb 25 – Mar 2 | 4 | Chapter 4 Single-Table Queries | Quiz 2 (In Class) Chapter 4 Review Questions on Blackboard (Online) Chapter 4 Test (In Class) Week 8 assignments must be completed and turned in before 11:55 PM Mar 2 | 3, a,b,c |
| Week 9 Mar 3 - 9 | 5 | Chapter 5 – Multiple-Table Queries See Announcement for Hints | Instructor Lecture and demonstration over Chapter (In Class) 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. (In Class and Online) Week 9 assignments must be completed and turned in before 11:55 PM Mar 9 | 3, a,b,c |
| Week 10 Mar 10 - 16 | 5 | Chapter 5 – Multiple-Table Queries See Announcement for Hints | Chapter 5 Review Questions on Blackboard (Online) Quiz (In Class) Chapter 5 Test (In Class) Week 10 assignments must be completed and turned in before 11:55 PM Mar 16 | 3, a,b,c |
| Week 11 Mar 17 - 23 | 6 | Chapter 6 – Updating Data See Announcement for Hints | Instructor Lecture and demonstration over Chapters (In Class) 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. (In Class and Online) Week 11 assignments must be completed and turned in before 11:55 PM Mar 23 | 3, a,b,c |
| Week 12 Mar 24 - 30 | 6 | Chapter 6 – Updating Data See Announcement for Hints | Chapter 6 Review Questions (Online) Chapter 6 Test (In Class) Week 12 assignments must be completed and turned in before 11:55 PM Mar 30 | 3, a,b,c |

| Date | Chapter | Content | Assignments and Tests | Competency |
|----------------------------------|---------|--|--|---------------|
| Week 13 Mar 31 – Apr 13 | 7 | Chapter 7 – Database Administration NO CLASSES Apr 6 - 9 Spring Break | 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 7 YOURNAME to your jump drive and place in the chapter dropbox. (In class and Online) Chapter 7 Review Questions (Online) Chapter 7 Test (In Class) Week 13 assignments must be completed and turned in before 11:55 PM Apr 13 | 4 a,b,c |
| Week 14 Apr 14 - 20 | 8 | Chapter 8 –SQL Functions & Procedures | Instructor Lecture and demonstration over Chapter (In Class) 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. (In Class and Online) Week 14 assignments must be completed and turned in before 11:55 PM Apr 20 | 1,3,4,5 a,b,c |
| Week 15 Apr 21 -27 | 8 | Chapter 8 –SQL Functions & Procedures | Chapter 8 Review Questions (Online) Chapter 8 Test (In Class) Review for Final Exam Week 15 assignments must be completed and turned in before 11:55 PM Apr 27 | 1,3,4,5 a,b,c |
| Finals Apr 28 | | Final Exam | Final Exam Covering Chapters 1-8 Apr 28 on Swainsboro Campus | |

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.