



CIST 1220 Structured Query Language (SQL)

COURSE SYLLABUS

Hybrid

Spring Semester 2019 (FY201914)

March 5 – May 2, 2019 Mini –mester B

TENTATIVE – SUBJECT TO CHANGE

COURSE INFORMATION

Credit Hours/Minutes: 4 / 5250

Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 7 ½ weeks, Monday and Wednesday Lab 818 will be open to work 1pm-4pm

CRN: 40375

Preferred Method of Contact: STC Email – smoye@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Ms. Stephanie Moye

Email Address: [Stephanie Moye smoye@southeasterntech.edu](mailto:Stephanie.Moye@southeasterntech.edu)

Campus/Office Location: Vidalia Campus, Gillis Building, Room 813

Office Hours: 2:00pm – 4:30pm Monday - Thursday

Phone: 912-538-3161

Fax Number: 912-538-3106

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

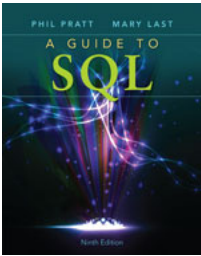
This course is being taught as a hybrid course. Students will be required to complete assignments through Blackboard at the student's convenience with respect to the instructor's requirements as described on the syllabus/lesson plan. Students are required to complete all assignments and tests by the due date as shown on the lesson plan. Computer lab 818 will be open on Monday and Wednesday from 1:00 pm - 3:00 pm for students to use. The instructor will also be available to assist students with the course material during this time. In order to successfully complete this course, it is highly recommended that students attend class on Monday and Wednesday from 1 until 3 instead of trying to complete the course entirely online.

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, 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, Data retrieval using SQL, Data Modification using SQL, Developing and Using SQL Procedures.

MAJOR COURSE COMPETENCIES/COURSE OUTLINE

Database Vocabulary, Relational Database Design, Data 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 **using the MySQL program text editor, Notepad ++, and/or Word 2016 and attached to a dropbox in the Blackboard course.** 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 discussion board 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. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

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.**

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 Moye**

Students are expected to communicate frequently through college email and discussion boards. 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, 478-289-2274, Building 1, Room 1208

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

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, 478-289-2274, Building 1, Room 1208

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

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 assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

WORK ETHICS:

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

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 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 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu | Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st 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 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](http://www.southeasterntech.edu) (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 | 25% |
| Review Questions | 25% |
| Quizzes | 15% |
| Discussion Boards | 10% |
| Chapter Tests | 25% |

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. 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 % | <ul style="list-style-type: none"> • No grammatical or spelling errors (25 points) | <ul style="list-style-type: none"> • Grammatical and spelling errors are few and cause no comprehension problems. (22.5 points) | <ul style="list-style-type: none"> • Grammatical and spelling errors cause the reader to reread many parts of the post. (17.5 points) | <ul style="list-style-type: none"> • Grammatical and spelling errors are frequent making posts confusing to read and comprehend. (12.5 points) | <ul style="list-style-type: none"> • Grammatical and spelling errors are so numerous that the post is hard or impossible to comprehend. (0 points) |
| Posts & Word Count 25.00% | <ul style="list-style-type: none"> • 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) | <ul style="list-style-type: none"> • 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) | <ul style="list-style-type: none"> • 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) | <ul style="list-style-type: none"> • 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) | <ul style="list-style-type: none"> • 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% | <ul style="list-style-type: none"> • Content provides a thorough frame of reference for comprehending the solution; • an original solution is provided. • Numerous Resources listed (25 points) | <ul style="list-style-type: none"> • Content provides appropriate factual data but is not original or complete to solve problem or topic. • Resources listed (22.5 points) | <ul style="list-style-type: none"> • Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution. • Few resources listed (17.5 points) | <ul style="list-style-type: none"> • Content is not a realistic solution to the problem or topic. • One resource listed (12.5 points) | <ul style="list-style-type: none"> • Content fails to offer a conscientious solution to selected problem or topic. • No resource listed (0 points) |
| Explanation 25.00% | <ul style="list-style-type: none"> • All Steps are covered. • Questions are answered correctly. (25 points) | <ul style="list-style-type: none"> • Most Steps are covered and answered correctly. (22.5 points) | <ul style="list-style-type: none"> • Most steps are covered but not answered correctly. (17.5 points) | <ul style="list-style-type: none"> • Less than half of the steps are covered and answered correctly. (12.5 points) | <ul style="list-style-type: none"> • Less than half of the steps are covered and not answered correctly. (0 points) |

CIST1220 Structured Query Language (SQL)

Spring Semester 2019 Lesson Plan (FY201914)

| Date | Chapter | Content | Assignments and Tests | Competency |
|------------------------------|----------------------|--|--|----------------|
| Week 1 March 5 - 11 | 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 on 03/11 | |
| Week 2 March 12 – 18 | 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 on 03/18 | 1 a,b,c |
| Week 3 March 19- 25 | 2 3 | Load Oracle 11g Database Express Edition from Oracle Website (FREE). <i>See instructions on Blackboard announcement</i> 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 on 03/25 | 1,2,3 a,b,c |
| Week 4 March 26 – April 8 | 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 – | 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 |
|-------------------------------------|----------|---|---|-----------------|
| | | SQL\ORACLE FOLDER | Quiz 1 Chapter 3 Test Week 4 assignments must be completed and turned in before 11:55 PM on 04/08 | |
| April 1-4 | | Spring Break | No classes being held | |
| Week 5 April 9 - 15 | 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 on 04/15 | 3, a,b,c |
| Week 6 April 16 - 22 | 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 on 04/22 | 3, a,b,c |
| Week 7 February April 23 - 29 | 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 | 4 a,b,c |

| Date | Chapter | Content | Assignments and Tests | Competency |
|--------------------------------|---------|--|--|---------------|
| | | | 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. Chapter 7 Review Questions Chapter 7 Test Week 7 assignments must be completed and turned in before 11:55 PM on 04/29 | |
| Week 7.5 April 30- May 1 | 8 | Chapter 8 –SQL Functions & Procedures Last day of class - Semester A Ends May 2 | 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 Wednesday May 1 | 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.