TENTATIVE—SUBJECT TO CHANGE
CIST 1220 Structured Query Language (SQL)
HYBRID COURSE SYLLABUS
Summer Semester 2022 (FY202216)

COURSE INFORMATION

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

Campus Class Location: **Georgia Virtual Technical Connection (GVTC)/Blackboard Vidalia Gillis Building Room 818**

Class Meets: **TUESDAY and THURSDAY 9:00 AM – 11:36 for 9 ½ weeks, 50% in class, 50% online (hybrid) Starts May 16 – July 28, 2022)**

Course Reference Number (CRN): **60053**

Preferred Method of Contact: **STC Office 365 Email**

INSTRUCTOR CONTACT INFORMATION

Instructor Name: **Ms. Stephanie Moye**

Email Address: **Stephanie Moye smoye@southeasterntech.edu**

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

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

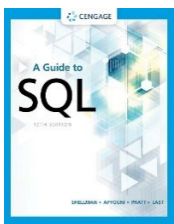Phone: **912-538-3161**

Fax Number: **912-538-3106**

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

This course is 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).

REQUIRED TEXT

Pratt & Last, A Guide to SQL, 10th ed., Course Technology, Massachusetts 2015. (ISBN: 9780357419755 Mindtap only or 9780357397626 for book and mindtap. **Students must have the mindtap access. Students can use the e-book and the mindtap for free if they have a valid Cengage Unlimited license (www.cengagebrain.com), no need to repurchase. Depending on the subscription of your Cengage Unlimited, you can rent the book for free to have in your hands with a $7.99 shipping handling fee. Highly**

==recommend having a hard copy of the book to complete work.== You can purchase the Cengage Unlimited from the [Southeastern Technical College bookstore](stcbookstore@southeasterntech.edu) (stcbookstore@southeasterntech.edu) or 912-538-3129. It is recommended you purchase the Cengage unlimited 2-year plan if you are a CIST beginning student. You will use the code for multiple classes and will not have to repurchase. **Students are required to have all books, codes, and supplies on the first day of class.**

REQUIRED SUPPLIES & SOFTWARE

One notebook, loose-leaf paper, pens, pencils, and 1 **Flash USB Drive, webcam, microphone**, and headphones. Students will install MySQL and Notepad ++.

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.

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 (ONLINE)

Students are expected to complete all work required by the instructor. Students will have at least one week to complete tests and assignments. All tests and assignments are **due at midnight on Monday** of each week. **Late assignments will not be accepted. Students who miss any assignment, quiz, test, project, or discussion board will receive a grade of 0 unless approved by the instructor which may then receive deductions. Unannounced quizzes/assignments may be given. Program students must earn a minimum grade of C in this course.** Assignments must be keyed in Notepad++ and using MySQL program text editor. They will be saved, uploaded, and attached or submitted into the Mindtap link for grading in Blackboard.

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, mySTC, or in the menu of your Blackboard course.

Students will have at least one week to complete tests and assignments. **All tests and assignments are due at 11:59 p.m. on <u>TUESDAY</u> 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 for discussion. 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 college Office 365 student mail. Make sure student name and class are in the subject line of every email sent. For example: **CIST1220 Moye**

Students are expected to communicate frequently through college email and discussion boards. College Office 365 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.**

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Fatigue
Muscle or body aches
Headache

COVID-19 Key Symptoms
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVD-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using https://www.southeasterntech.edu/covid-19/. Report all positive cases of COVID-19 to your instructor and Stephannie Waters, Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

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**. **If instructor approves a regrades, then points will be deducted**. **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: Daphne Scott (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.
Vidalia Campus: Helen Thomas (hthomas@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: Daphne Scott (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.
Vidalia Campus: Helen Thomas (hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

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 the 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. **Students who miss any assignment, quiz, test, project, or discussion board will receive a grade of 0 unless approved by the instructor which may then receive deductions.**

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

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

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 165 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 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 Website (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
Case/Lab Exercises	30%
Review Questions	20%
Pop Quizzes	10%
Module Quizzes and Lab Assessments	20%
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.

This is a fast-paced course and you cannot delay on assignments or you will get behind. Please keep up with your work or stay ahead

CIST1220 Structured Query Language (SQL)
Summer Semester 2022 Lesson Plan (FY202216)

Date	Chapter	Content	Assignments and Tests	Competency

Week 1 May 16– 23	1	Class Introduction – Syllabus, Outline, Rules, and Regulations Coverage, Completion of Forms
		
		Review Blackboard Course, Discussion Boards
		
		Module 1 Introduction to SQL Databases
		
		Download the Data Files on the Cengage course menu
			Login to Blackboard:
			   Complete each item Getting Started
			   Pledge Acknowledgement
			   Student Introduction
			Use the mySQL Information and Files link to access your mySQL Files. You will need to print these out to use for the first few chapters.
			Complete Mindtap and Technical Support link – review all the links.
			Complete Module 1 – Read, Review, reinforce, case exercises, and quiz.
			Instructor Lecture and demonstration over Module.
			Week 1 assignments must be completed and turned in before 11:55 PM May 24	

Week 2 May 24 – 30	2 3	**Module 2** Database Design Fundamentals **Module 3** Creating Tables mySQL Information and Files **May 30 - Holiday**	Complete Module 2 – Read, Videos, Review, reinforce, review questions, and quiz. Install mySQL Workbench (*Free*) using directions in Blackboard and module 3 book. **Week 2 assignments must be completed and turned in before 11:55 PM June 31**	**1 a,b,c**
Week 3 May 31 – June 6	3	**Module 3** Creating Tables **MUST HAVE mySQL Workbench LOADED TO COMPLETE WORK.** Recommend typing the answers to the labs in the SQL Workbench, get them all correct, copy and paste to all the answers and then click submit.	**WILL NEED MYSQL DATABASE FOR MODULES 3 -8. GET DATA FILES OFF THE BLACKBOARD COURSE, MINDTAP, OR STC DRIVE M: CIST\CIST1220 – SQL\ORACLE FOLDER** Instructor Lecture and demonstration over Module **Begin** Module 3 – Read, Videos, Review, reinforce, review questions, Lab 1 and 2, quiz, and discussion board 3.	1,2,3 a,b,c

Date	Chapter	Content	Assignments and Tests	Competency
Week 4 June 7 - 13	3	**Module 3** Creating Tables Recommend typing the answers to the labs in the SQL Workbench, get them all correct, copy and paste to all the answers and then click submit.	Instructor Lecture and demonstration over Module **Complete** Module 3 – Read, Videos, Review, reinforce, review questions, Lab 1 and 2, and quiz. Complete **Pop Quiz 1** **Week 3 & 4 assignments must be completed and turned in before 11:55 PM June 14**	3 a,c
Week 5 June 14 - 20	4	**Module 4** Single-Table Queries Recommend typing the answers to the labs in the SQL Workbench, get them all correct, copy and paste to all the answers and then click submit. **June 20 - Holiday**	Instructor Lecture and demonstration over Module **Complete** Module 4 – Read, Review, reinforce, review questions, Lab 1 and 2, Module Lab Assessment 1, and quiz. Complete **Pop Quiz 2** **Week 5 assignments must be completed and turned in before 11:55 PM June 21**	**3, a,b,c**
Week 6 June 21 - 27	5	**Module 5 –** Multiple-Table Queries **See Blackboard for Hints**	Instructor Lecture and demonstration over Module **Complete** Module 5 – Read, Videos, Review, reinforce, review questions, Lab 1 and 2, and quiz. Complete **Pop Quiz 3** **Week 6 assignments must be completed and turned in before 11:55 PM June 28**	3, a,b,c
Week 7 June 28 – July 11	6	**Module 6** – Updating Data **See Blackboard for Hints**	Instructor Lecture and demonstration over Module **Complete** Module 6 – Read, Videos, Review, Reinforce, Review Questions, Lab 1 and 2, Lab Assessment 2, and quiz. **Week 7 assignments must be completed and turned in before 11:55 PM July 12**	4 a,b,c
July 4-7	**H**	**School closed**	**Summer Break**	H
Week 8 July 11 - 18	7	**Module 7** – Database Administration	Instructor Lecture and demonstration over Module **Complete** Module 7 – Read, Review, Reinforce, Review Questions, Lab 1 and 2, and Quiz. **Week 8 assignments must be completed and turned in before 11:55 PM July 19**	1,3,4,5 a,b,c

Date	Chapter	Content	Assignments and Tests	Competency
Week 9 July 19-26	8	**Module 8** –Functions, Procedures, and Triggers	Instructor Lecture and demonstration over Module **Complete** Module 8 – Read, Videos, Review, Reinforce, Review Questions, Lab 1 and 2, Lab Assessment 3, and Quiz. **Complete** Course Evaluation **Week 9 assignments must be completed and turned in before 11:55 PM July 26**	4,5
Finals **July 26**		**Final Exam**	**Final Exam Covering Chapters 1-8 July 26, 2022 during class NO EXCEPTIONS**	4,5

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.