

Department: Computer Information Systems

Course Title: Introduction to Database

Section Name: ITSW 1307

Semester: Spring 2014

Classroom: Online Course

Instructor: Poat Givens

Email: pgivens@odessa.edu

Office: Online Office Hours

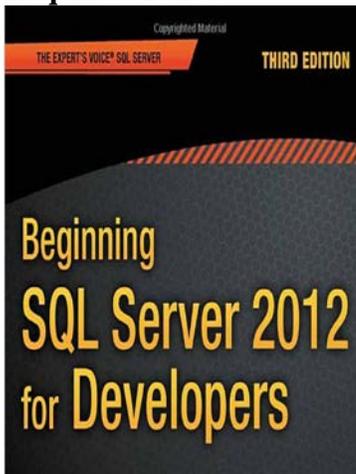
Phone: N/A

Office Hours: Sunday 1 – 3pm

Course Description:

Introduction to database theory and the practical applications of a database.

Required Texts:



Beginning SQL Server 2012 for Developers ISBN:978-1430237501

Description of Institutional Core Objectives (ICO's)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal

and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College’s Institutional Core Objectives (ICOs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: *Odessa College Catalog of Courses 2012-2013, page 73*)

Odessa College’s Institutional Core Objectives (ICOs):

- 1) *Critical Thinking Skills* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- 2) *Communication Skills* - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- 3) *Empirical and Quantitative Skills* - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- 4) *Teamwork* - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- 5) *Personal Responsibility* - to include the ability to connect choices, actions and consequences to ethical decision-making
- 6) *Social Responsibility* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Learning Outcomes

1. Identify database terminology and concepts
2. Plan, define, and design a database
3. Design and generate tables, forms, and reports
4. Devise and process queries.

Learning Outcomes for ITSW 1307

Outcome	ICO
1,2,3	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
1	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

2,3,4	<i>Teamwork</i> - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
1	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Odessa College Policies

Academic Policies

Note that the OC Student Handbook states (page 32) that “[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104).”

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities* <http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook 2012-2013, page 29-30*)

Special Populations/Disability Services/Learning Assistance

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at www.odessa.edu/dept/counseling/disabilities.htm. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: *Odessa College Catalog of Courses 2012-2013, page 52*)

Dropping a Course or Withdrawing from College

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. **No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F."** (Source: *Odessa College Catalog of Courses 2012-2013, page 36*)

Learning Resource Center (LRC; Library)

The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian" service provide additional help.

Student Success Center (SCC)

Located in the LRC, the Student Success Center (SSC) provides assistance to students in meeting their academic and career goals. We strive to provide new and updated resources and services at no charge to OC students. Academic support services include tutoring, study skills training, workshops, and the mentoring program. Tutoring is available for a variety of subjects including college mathematics, English, government, history, speech, chemistry, biology, and all developmental coursework. Appointments are preferred, but walk-ins will be served as soon as possible. Smarthinking online tutoring is also available. All computers in the center have Internet access, Microsoft Office, and software resources to assist OC students in improving their reading, writing and mathematical skills. The center also offers special assistance to students preparing for the THEA/COMPASS test. Computer lab assistants are available to assist students with student email, Blackboard, OC portal, Course Compass and more. For more information or to make an appointment, please call 432-335-6673 or visit www.odessa.edu/dept/ssc/ (Source: *Odessa College Catalog of Courses 2012-2013, page 54*)

Student E-mail

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **Correspondence will be submitted using your Odessa College email as an alternative method to contact you with information regarding this course.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Expectations for Engagement – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
 - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - return classroom activities and homework within one week of the due date and
 - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
 - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
 - missing class when a major test is planned or a major assignment is due;
 - having trouble submitting assignments;
 - dealing with a traumatic personal event; and,
 - having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
 - seek out help from my instructor and/or from tutors;
 - ask questions if I don't understand; and,
 - attend class regularly to keep up with assignments and announcements.

Student Expectations

First week of class	<ul style="list-style-type: none">• All online students are expected to login to the Blackboard and enter their online courses during the first week of class. Ideally, students should enter their online courses on the first day of the semester.• Activities to engage in include reading the course syllabus, posting to Blog or Discussion forums if required and other start-up activities as determined by your instructor.
Attendance (engagement)	<ul style="list-style-type: none">• Odessa College expects online students to attend courses on a regular basis. In the online classroom, “attendance” is determined by student engagement with the classroom tools, with other students, and with the instructor.• Students are expected to be aware of the Failure for Non-Attendance policy and how it applies to online courses. For distance/internet courses, students will be assigned an FN if they do not demonstrate attendance by accessing course functions and do not submit assigned work• Students are expected to continue logging-on to the online course system on a regular basis. Students should plan to log-in to the course at least several times a week to check for news and information, and to maximize their online participation.
Internet access	<ul style="list-style-type: none">• Online students are expected to have regular and reliable access to the Internet in order to access their online courses.• It is not necessary to have Internet access in your home, but it is highly recommended.• It is not necessary to use high-speed Internet access (cable, DSL, etc.), but it is highly recommended.
Computer skills	<ul style="list-style-type: none">• LSC expects all students to have or acquire basic computer skills. Online students are particularly expected to have familiarity with basic computer skills. Failure to do so can be

	<p>expected to have a detrimental impact on student performance in the online learning environment.</p>
Textbooks (& other materials)	<ul style="list-style-type: none"> ▪ Students are expected to <i>purchase textbooks or other required course materials IN ADVANCE of the start of the semester</i>, preferably 2-3 weeks prior to the start of the term to ensure that the books are in their possession at the start of the term. ▪ Go to Odessa College online book store. ▪ Failure to acquire the required course materials in a timely manner is <i>not an acceptable excuse for missing deadlines</i> at the beginning of the course.
Policies & Code of Conduct	<ul style="list-style-type: none"> ▪ Odessa College administration expects that <i>all college policies including the Student Code of Conduct</i> will be applied to all students enrolled at the college. Online students are included in this expectation.
Academic honesty	<ul style="list-style-type: none"> ▪ The college expects all students to behave in an <i>ethical manner regarding issues surrounding academic honesty</i>. ▪ Odessa College faculty and administrators will vigorously investigate any suspicions of academic dishonesty including but not limited to <i>plagiarism and collusion or cheating on graded assignments and tests</i>. ▪ For more information, review your syllabus
Netiquette (civility)	<ul style="list-style-type: none"> ▪ Students are expected to understand and abide by these online etiquette (netiquette) guidelines: ▪ Respect the privacy of your classmates and what they share in class. ▪ Ask classmates for clarification if you find a discussion posting offensive or difficult to understand. ▪ Avoid sweeping generalizations. Back up your stated opinions with facts and reliable sources. ▪ Understand that we may disagree and that exposure to other people’s opinions is part of the learning experience. ▪ Be respectful of each other. We’re all in this together. Before posting a comment, ask whether

you would be willing to make the same comment to a person's face.

- Keep in mind that everything you write, indeed **every click of your mouse is recorded on the network server**. On the Internet there are no take backs.
- Keep in mind that you are **taking a college class**. Something that would be inappropriate in a traditional classroom is also inappropriate in an online classroom.

Online Communication

- Be aware that typing in **all capital letters indicates shouting**.
- **Be careful with humor and sarcasm**. Both can easily be misunderstood!
- Review all discussion postings before posting your own to **prevent redundancy**.
- Check your writing for errors by **reviewing what you've written** before submitting it.
- **Acronyms** (LOL, etc.) and **emoticons** (smilies) are commonly used online, but be careful not to overuse them.

Many communications with your instructor or fellow students are best handled through **email**. Only post on the **classroom discussion board** if the conversation is relevant to others in the class.

LSC Communications

- Odessa College faculty and administration expects that all students will **read and take action** based upon the information sent to them via the Blackboard student email system.
- Email is the **official means of communication for the college**. Students are expected to check their email regularly.

Resolving technical problems

- Odessa College expects online students to resolve their own **technology problems** related to computers and related equipment as well as

	<p>Internet access, unless you are using the College's computers or internet.</p> <ul style="list-style-type: none"> • The college is not responsible for fixing problems or troubleshooting issues that students might have with their own personal equipment or purchased services.
Time commitment	<ul style="list-style-type: none"> • Odessa College expects that online students will generally spend a similar amount of time to complete an online course as they would to complete the same course offered on campus. • The general guideline for college courses is to expect to spend three hours per week (on average throughout the term) for each credit hour of a course. For example, 9 hours of weekly work time would be considered "normal" for a 3-credit course. • There are naturally occurring variations to this expectation when looking at specific courses.
Time management	<ul style="list-style-type: none"> • The college expects that students either have or will develop good time management skills as they relate to completing online course requirements. • Some suggestions include: <ol style="list-style-type: none"> 1. Set aside specific hours of the day for schoolwork. 2. Set your own deadlines based on your personal schedule in advance of the official deadline. 3. Create your own calendar of class events and requirements, or keep up-to-date to-do lists. 4. Don't wait until it is too late to ask for help.
Course evaluations	<ul style="list-style-type: none"> • Odessa College strongly encourages students to submit the optional end-of-term course evaluations for online courses. • Evaluations are typically made available about a week prior to the end of the term, take about 3-5 minutes to complete, and are completely anonymous.

Disclaimer

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in timely manner.

Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual participation and in terms of ability to collaborate with other students in this course.

Description of students

Students enrolled in this course will be prepared and ready to learn each day of class.

Course prerequisites

NONE

Digital Protocol

Cell phones must be placed on either *vibrate* or *silent* mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate note-taking relative to instruction. Any written assignments will be submitted electronically on Blackboard. **The electronic recording of the time on Blackboard will be considered the time of assignment submission. Take necessary steps to ensure that your assignments are submitted on “Blackboard” time.** Back-up and/or additional copies of all assignments submitted is encouraged. **Computers/printers are available to OC students in the LRC (301-303); therefore, not having access to a computer due to technical issues (crash; corrupted files) will not be considered as an acceptable reason for not completing assignments.** If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to student with pertinent information and status reports. Assignments submitted electronically.

Grading Policy

Please understand that this is a required course for the Computer Information program in order to prepare you for workforce. Quality work and active participation is expected and not to be negotiated. As a general policy, grades will be taken in class. Any written assignments or tests will be graded outside of class. You can expect feedback on assignments within a week’s time.

Grade Inquiry Policy

It is the responsibility of the individual taking this course to maintain accurate track of assignment submissions and grades. There will be opportunities during the semester to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment. Class time will not be used for grade inquiries. All grades are final.

Requirement	Weight
Chapter Exams	25%
Labs	50%
Discussion Board/Attendance	10%
Final	15%

Communication Plan

The best way to communicate with the course instructor is via email through Blackboard. Also, check in Blackboard regularly for announcements, including any changes in the course schedule due to instructor illness or conference attendance. Online appointments with the instructor may also be scheduled.

General Course Requirements

1. Attend class and participate.
2. Contribute and cooperate with civility.
3. **Submit assignments on time. Late work will not be accepted. Medical and/or family circumstances that warrant an extension on assignments need to be presented to the instructor. Extensions will be allowed at the instructor's discretion.**

Grade Range	Letter Grade
90-100	A
80-89.99	B
70-79.99	C
60-69.99	D
Below 69.99	F

Incomplete Policy

An 'Incomplete' grade may be given only if:

1. The student has passed all completed work
2. If he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.

Overview of assignments

Schedule (Tentative and Subject to Change)

Week	Assignment Submission	Assignment
Week 1 - 2	2/2 by 6pm	Quiz: Chapter 1 and 2
Week 1 - 2	2/2 by 6pm	Lab: Install SQL Server 2012 Express
Week 3 - 4	2/16 by 6pm	Quiz: Chapter 3
Week 3 - 4	2/16 by 6pm	Lab: Create Database
Week 5 - 6	3/2 by 6pm	Quiz: Chapter 4 and 5
Week 5 - 6	3/2 by 6pm	Lab: Create Logins and Tables
Week 7 - 8	3/23 by 6pm	Quiz: Chapter 6, 7, and 8
Week 7 - 8	3/23 by 6pm	Lab: Create Indexes and Backups
Week 9 - 10	4/6 by 6pm	Quiz: Chapter 9 and 10
Week 9 - 10	4/6 by 6pm	Lab: Table Inserts, Deletes, Selects, and Updates
Week 11 - 13	4/27 by 6pm	Quiz: Chapter 11 - 13
Week 11 - 13	4/27 by 6pm	Lab: Create Views and Procedures
Week 14	5/5 by 6pm	Quiz: Chapter 15 - 16
Week 14	5/5 by 6pm	Lab: Connect to Code
Week 15		Review For Exam
Week 16	5/14 by 6pm	Final Exam