



**ITSW-1307-201HY**  
**Introduction to Database**  
**SPRING 2022**  
**January 18 – May 13, 2022**  
**6:00 pm – 7:50 pm, Th, TVB 1432**

**Instructor Information**

**Name:** Courtney Moore

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**Office Phone:** 409-933-8558

**Office Hours:**

Monday 11:00 am – 12:00 pm

Tuesday 11:00 am – 12:00 pm

Wednesday 11:00 am – 12:00 pm

Thursday 11:00 am – 12:00 pm

**Office Location:**

TVB 1421A

**Communication Policy:**

All methods utilized for this course are described below. For online asynchronous communication, Blackboard email messaging is the preferred communication method.

- Blackboard email messaging (read and answered daily Monday through Friday by 5pm, intermittently in the evening and on Saturday and Sunday)
- Office telephone during office hours
- COM email, read and answered throughout the day and week by 6 1pm

Office visit during office hours or by appointment

**Required Textbook**

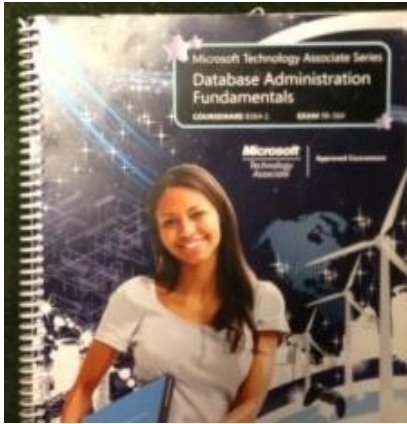
Database Administration Fundamentals, Microsoft Technology Associate Series, Course 8364-1, Exam 98-364

Developer: Irina Heer, Editors: Jill McKenna, Kenny Lee

CCI Learning Solutions Inc., December 2010

ISBN: 978-1-55332-289-4

Below is a photo of the front cover of the required textbook.



### **Textbook Purchasing Statement**

A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

### **Course Description**

This course provides students with fundamental relational database principles. Students have the opportunity to learn the capabilities of the Microsoft SQL Server Relational Database Management System (RDBMS). Students who complete this course will have studied all the exam objectives for the Microsoft Technology Associate exam, MTA 98-364. Students also are provided access to practice exams designed to prepare the student for the certification exam.

At the end of the course, students are encouraged to take the MTA 98-364 test, thereby becoming certified as a Microsoft Technology Associate (MTA) in Microsoft SQL Server. The College of the Mainland Testing Center administers this test in the Testing Center on campus.

### **Course Requirements**

Computer and broadband internet access is necessary for the assignments outside of class.

In conjunction with the textbook, students will be required to access the CCI Learning Website, where many examples and assignments are located. Instructions for accessing the website are in the textbook itself and will be communicated at the first class meeting.

The student will also be required to access the MeasureUp website, where exam practice questions for 98-364 are located. MeasureUp is a Microsoft official website for practice questions for the MTA exams.

Each student will set up a MeasureUp account in class and can then practice either at COM or on another PC connected to the internet via broadband. Instructions for emailing MeasureUp results to the instructor will be provided in class.

The student will have the ability to execute practice questions multiple times. MeasureUp provides extensive feedback to the student for each question. The student will email the final question set results to the instructor for a grade.

Many of the exercises and case studies require the SQL Server Management Studio with tools (SSMSWT), which can be installed locally on a Windows-based PC. Instructions will be provided regarding the download and installation of the SSMS tool on a personal computer. The student must take care to satisfy PC system requirements and to note whether the 32-bit or 64-bit Operating System version of SSMS should be downloaded. The student may refer to pages viii and ix in the textbook for details.

Microsoft SQL Server Management Studio (SSMS) will run only on a Windows PC. It will not run on an Apple Macintosh or a Google Chrome Book.

### Grading Formula

COURSE GRADING	
Item	% of Total Grade
1. Assigned exercises (Classwork and homework) and Review Tests	35%
3. MeasureUp MTA 98-364 Practice test set in Certification Mode	55%
4. MTA 98-364 Certification Exam, passing grade of 70% taken in COM Testing Center	10%
<b>Course Total</b>	<b>100%</b>

For the MTA 98-364 certification exam, taken in the COM Testing Center, the student is required to present to the instructor the Microsoft one-page printout provided at the time the certification test is completed. Be sure to print the page in the Testing Center before logging off the testing site. Any passing grade will provide a 100% class grade for that item.

**\*\*If a student passes the MTA 98-364 exam during the last two weeks of class, a grade of "A" will be awarded to that student, regardless of other grades.**

Letter grades for the course are assigned according to the table below.

Percent	Letter Grade
90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Below 60%	F

## Make-Up Policy

Makeups will be considered only upon official notice from the College to the instructors that either the College must close temporarily, or special consideration must be given to students for some other official reason. There are no make-ups for projects, quizzes, or other assignments. Assignment due dates will not be extended. Students must complete all work according to the due dates posted in Blackboard and summarized in the course calendar at the end of this document. Please see the instructor immediately for any issues regarding this policy.

Wk #	Date	Chapter Lessons	Assignments
1	1/18, 1/20	Lesson 1	Database Administration Fundamentals
2	1/25, 1/27	Lesson 1	Database Administration Fundamentals
3	2/1, 2/3	Lesson 1	Lesson 1 Assignments
4	2/8, 2/10	Lesson 2	Creating Database Objects
5	2/15, 2/17	Lesson 2	Creating Database Objects
6	2/22, 2/24	Lesson 2	Lesson 2 Assignments
7	3/1, 3/3	Lesson 3	Manipulating Data
8	3/8, 3/10	Lesson 3	Manipulating Data
-	3/15, 3/17	Life Lesson	Enjoy Spring Break
9	3/22, 3/24	Lesson 3	Lesson 3 Assignments
10	3/29, 3/31	Lesson 4	Using Advanced SQL Commands
11	4/5, 4/7	Lesson 4	Lesson 4 Assignments
12	4/12, 4/14	Lesson 5	Transactions, Indexes, Security
13	4/19, 4/21	Lesson 5	Transactions, Indexes, Security
14	4/26, 4/28	Measure-Up	Practice for Certification
15	5/3, 5/5	Measure-Up	Practice for Certification
16	5/10, 5/12		Certification Test in COM Testing Center

## Attendance

Students are required to attend each class. Students are also required to log into Blackboard once a day, Monday through Friday to check announcements. This is a full-semester course delivered in eight weeks, one half the time of other courses. COM policy states that "students are not permitted a determined number of absences". However, any absence has the possibility of lowering the quality of a student's work in class.

## **Tardiness Policy**

Students at the College of the Mainland are expected to attend punctually every session of all classes for which they are registered. Students are responsible for material and announcements presented in each class whether the student is in attendance or absent.

## **Withdrawal Policy**

Students who officially withdraw from a course for any reason, on or before the date specified on the calendar in the college catalog, will receive a "W". Students have a responsibility to ensure that they have properly withdrawn from a course. Ceasing to attend class does not officially withdraw a student from a course. Students who need to withdraw after the "W" date shown in this catalog because of circumstances beyond their control should confer with the instructor.

Instructors may, at their discretion, withdraw a student due to lack of attendance, inability to maintain the prescribed minimum rate of progress stated in the course guide, or for behavior detrimental to the learning process of the student or class. In the case of a withdrawal for behavioral reasons, the instructor will consult with the Judicial Coordinator to ensure that the Student Disciplinary process, outlined in the Student Handbook, is followed appropriately.

## **Late Work / Extra Credit Work**

All work, both in and out of class, must be completed according to the due dates in Blackboard. Due dates will not be extended. Each lesson in the textbook is dependent upon the lesson that precedes it. The instructor will provide feedback on each assignment.

One extra credit percentage point will be added to the student's grade for filling out the online Course Evaluation from COM's Institutional Research at the end of the semester. Details will be provided at that time.

## **Student Success Tips**

- Attend each class
- Work all the exercises on time and do not get behind. Each lesson builds on the previous lesson.
- Ask the instructor for assistance when needed.

## **ADA**

The Office of Services for Students with Disabilities is committed to working with you in maintaining the integrity of the educational experience and in creating equal access opportunities for our students. Any student with a documented disability needing academic accommodations is requested to contact Michelle Valdes at 409-933-8124 or [mvaldes@com.edu](mailto:mvaldes@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

Here is the [Services for Students with Disabilities](#) link.

## Early Alert Program

The Counseling Center at College of the Mainland has implemented an Early Warning Program. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Warning Program you will be contacted by someone in the Counseling Department. As student success and retention is very important to us, someone from the Counseling Department will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

## Classroom Conduct Policy

College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook.

<http://www.com.edu/studentservices/student-handbook.php>. Students should act in a professional manner at all times. Disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in dismissal from this class.

## Academic Dishonesty

Any incident of academic policy will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

## Plagiarism

Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

## Concerns and Questions Statement

If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Professor Selina K. Rahman, BCT Department Chair, at 409-933-8339, email [srahman@com.edu](mailto:srahman@com.edu).

Student Learner Outcomes	Core Objectives	Course Level Assessment
1. Identify database terminology and concepts	Critical Thinking	Lessons 1 and 2 Assignments

2. Plan, define, and design a database	Critical Thinking	Lesson 1 Assignment to create ERDs from requirements
3. Design and generate tables, forms, and reports	Communication (written)	Lesson 3 and 4 Assignments
4. Devise and process queries	Critical Thinking	Lessons 3 and 4

### **Changes to this Syllabus**

The professor reserves the right to make changes to this syllabus. All changes will be announced in class and posted on Blackboard.