



**ITSW-1307-201HY**  
**Introduction to Database**  
**SPRING 2023**  
**January 17 – May 12, 2023**  
**6:00 pm – 7:50 pm, TTH**

**Instructor Information:**

**Name:** Courtney Moore

**Email:** cmoore@com.edu

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

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

**Student hours and location:**

**Office Hours:**

Monday 2:00 pm – 3:30 pm

Tuesday 1:00 pm – 3:00 pm

Wednesday 2:00 pm – 3:30 pm

Thursday 1:00 pm – 3:00 pm

**Office Location:**

ICB – 222-25

**Required Textbook:**

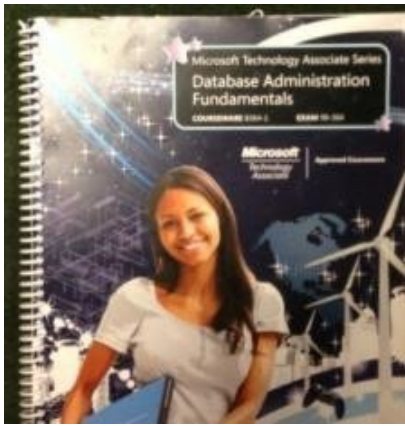
Database Administration Fundamentals, Microsoft Technology Associate Series, Course 8364-1, Exam 98-364

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. Attendance	10%
2. Assigned exercises (Classwork and homework) and Review Tests	35%
3. MeasureUp MTA 98-364 Practice test set in Certification Mode	55%
<b>Course Total</b>	<b>100%</b>

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.

### 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.

Wk #	Date	Chapter Lessons	Assignments
1	1/17, 1/19	Lesson 1	Database Administration Fundamentals
2	1/24, 1/26	Lesson 1	Database Administration Fundamentals
3	1/31, 2/2	Lesson 1	Lesson 1 Assignments
4	2/7, 2/9	Lesson 2	Creating Database Objects
5	2/14, 2/16	Lesson 2	Creating Database Objects
6	2/21, 2/23	Lesson 2	Lesson 2 Assignments
7	2/28, 3/2	Lesson 3	Manipulating Data
-	3/7, 3/9	Life Lesson	Manipulating Data
8	3/14, 3/16	Lesson 3	Enjoy Spring Break
9	3/21, 3/23	Lesson 3	Lesson 3 Assignments
10	3/28, 3/30	Lesson 4	Using Advanced SQL Commands
11	4/4, 4/6	Lesson 4	Lesson 4 Assignments
12	4/11, 4/13	Lesson 5	Transactions, Indexes, Security
13	4/18, 4/20	Lesson 5	Transactions, Indexes, Security
14	4/25, 4/27	Measure-Up	Practice for Certification
15	5/2, 5/4	Measure-Up	Practice for Certification
16	5/9, 5/11		Certification Test in COM Testing Center

**Attendance Policy:**

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.

**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.

<b>Student Learner Outcomes</b>	<b>Core Objectives</b>	<b>Course Level Assessment</b>
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

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## **Institutional Policies and Guidelines**

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [Student Handbook 2022-2023 v4.pdf \(com.edu\)](#). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or [klachney@com.edu](mailto:klachney@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**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.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career

by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is March 1. The last date to withdraw from the 16-week session is April 24. The last date to withdraw for the 2<sup>nd</sup> 8-week session is May 3.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. 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 Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).