**Fayetteville Technical Community College**

**SYLLABUS**

**Spring 2020**

**Course:**

Prefix, Section Number, and Title: DBA 120 0001

Day(s) and Time(s): Tuesday/Thursday ATC115 11:00-12:50pm

Class Begins: January 13, 2019 Class Ends: May 13, 2019

# To Contact the Instructor

Instructor: David Teter   
Office Location: ATC 244-D  
Office Hours: See Blackboard Instructor Information  
Phone: 910-678-9844  
Email: teterd@faytechcc.edu

# To Contact the Department/Division Chair:

Department Name: Information Technology/Computer programming & Development

Department Chair: Anthony Cameron

Office Location: ATC 113F

Phone: 678-8571

Email: camerona@faytechcc.edu

# To Contact the Dean

Dean: Tenette Prevatte

Office Location: GCB 215A

Phone: 678-7353

Email: [prevattt@faytechcc.edu](mailto:prevattt@faytechcc.edu)

# Course Prerequisites: None

# Course Co-requisites: None

# Course Description:

# This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.

# Class Hours: 2 Lab Hours: 2 Clinic Hours: 0 Credit Hours: 3

**Program/Course Learning Objectives/Outcomes:**

Upon successful completion of the course, the student will have:

1. Defined database terms and identified the purpose of a database management system DBMS.
2. Created a database design by using entity-relationship models and normalization.
3. Issued SQL commands that retrieved data based on criteria specified by the user.
4. Used SQL commands to join tables and retrieved data from joined tables.
5. Performed calculations based on data stored in the database.
6. Used functions to manipulate and aggregate data.
7. Used subqueries to retrieve data based on unknown conditions
8. Created, modified, and dropped database tables.
9. Manipulated data stored in database tables.
10. Enforced business rules by using table constraints
11. Created users and assigned the privileges users need to perform tasks.
12. Wrote SQL commands to create, update, and produce reports.

**Outcome Statement**

A graduate of the Database Administration program at FTCC understands the components of how information support systems and services work. He or she can create store, communicate, exchange, and use information to solve technical issues related to database administration. Graduates are prepared for entry level work in the database administration field providing support to database administrators.

**Program Outcomes**

1. Students will understand the role of databases and database management systems within the field of information technology.
2. Students will demonstrate knowledge of SQL data definition and SQL.
3. Students will develop queries to extract information from large datasets.
4. Students will implement a database solution in the area of information technology.

# FTCC General Education Core Competencies:

1. Communicate effectively using the conventions of American Standard English in professional and academic environments.
2. Use critical thinking to analyze problems and make logical decisions.
3. Demonstrate socialization skills that support cultural awareness and a global perspective.
4. Demonstrate quantitative competencies.
5. Demonstrate computer literacy.

# Required Textbooks:

*Oracle® 12c: SQL*, by Joan Casteel; Cengage Learning, 2017.

ISBN: 9781305251038

For information about the [FTCC Bookstore](http://www.faytechcc.edu/campus-life/bookstore/).

To purchase a [textbook online](https://bookstore.faytechcc.edu/).

# Recommended/Optional Resources:

# Other Required Materials/Software:

Oracle© Database 12c.

If you take this course online, you must have a Windows or Mac computer with the following configurations that is configured for **virtualization**:

**Windows computer**: Microsoft Windows 10/8/7, 4 GB RAM minimum, 8 GB RAM recommended, 1024x768 minimum screen resolution

**Mac computer**: Mac OS X 10.5 or higher, 4 GB RAM minimum, 8GB RAM recommended

To access your Blackboard course site, you will need access to the internet. For best results, use Mozilla Firefox, Google Chrome, or Safari in the most updated version. Keep in mind that if you have difficulties connecting to the class or a slow connection, the problem could be occurring at many levels. Blackboard Technical Support is available at any time, seven days a week by calling 1-888-829-9660.

## Microsoft Office 365

Microsoft Office 365 (Office 2016) is available to currently enrolled students at FTCC. The Microsoft Office 2016 app is available for download on up to five (5) computers and/or mobile devices. Direct link to download Office 365: [https://login.microsoftonline.com](https://login.microsoftonline.com/) (opens in a new window).

Username: FTCCWebadvisorLogin@ad.faytechcc.edu (example: Smithj1234@ad.faytechcc.edu). Password: Active Directory (WebAdvisor) password (if you have not created an Active Directory (WebAdvisor) password, you will need to do this first).

# Computer Access:

It is highly recommended that you have reliable computer access, via a home or public computer with internet access. Open computer labs are available in multiple locations on campus.

# Technical Skill Requirements:

You should be comfortable with the following:

* Using a word processor (changing font, spell check, etc.).
* Using Microsoft Office Suite.
* Using email for communication, including attaching a file.
* Navigating the internet using search engines.
* Effective use of a keyboard and mouse.
* Ability to Open, Save, and Name Files.
* Skills to use external or cloud storage.
* Using passwords and remembering passwords.

# Course Interaction:

## Student Responsibilities:

1. Required enrollment assignment. I will complete the enrollment activity by the posted ten percent date of the course. The date is clearly posted in the Blackboard Site. Failure to complete this activity could result in being dropped from the course.
2. I will ask questions directly and immediately if I do not understand the instructions or due dates for an assignment.
3. I will organize my time in a way that allows me to thoughtfully and thoroughly complete assignments.
4. I will be responsible for keeping up with when assignments are due and submitting them on time or before they are due.
5. I understand that technical problems related to computer connections or equipment cannot be used as an excuse for failure to complete assignments or to participate online.
6. I understand that technical problems with email require that I contact the FTCC Help Desk at 910-678-8502 for technical support.
7. I understand that technical problems with Blackboard require that I contact Blackboard Technical Support, which is available at any time, seven days a week by calling 1-866-829-9660.
8. I will fully participate in course activities by being prepared and interacting respectfully with my classmates and instructor. I understand that participation in all course components is a requirement of this course and that it counts toward my grade.

## Instructor Responsibilities:

1. Instructors will respond to emails and phone calls within 24 hours, Monday through Friday; within 48 hours on weekends and holidays.
2. Instructors will post grades and provide feedback within 5-7 days.
3. Instructors will observe regularly scheduled office hours.

## Attendance–Time Commitment:

Attendance is essential for maintaining the best learning environment in all course formats. Attendance may be taken separately in each portion of a course (i.e., class, lab, clinic, online). Missing 20% of any portion of a course may result in administrative withdrawal. Special attendance policies are in effect for certain programs (refer to the current FTCC Student Handbook).

In a face-to-face course, tardy students interrupt the beginning of the class meeting. If a student enters the class after the instructor has started the class, the student shall be recorded as being tardy. Three tardies shall be counted as one hour of absence.

This class **IS NOT SELF-PACED**. NOT COMPLETING ANY WORK FOR a time period, especially in an online class, is the same as not attending. Students are required to log into the site weekly and complete assignments. Students not completing work weekly may be dropped from the class. Contact your instructor if you are having problems to avoid being dropped after missing two weeks (14 days) of consecutive assignments.

# Evaluation Techniques:

Your grade in this course will reflect the execution, submission, and quality of the work you produce. Letter grades will be determined on the following weighted categories:

| **Categories** | **Weight** |
| --- | --- |
| Hands-On Assignments | 25% |
| Check-In Assignments | 40% |
| Discussion Board Assignment | 2% |
| Module Tests | 25% |
| Final Exam & Project | 8% |

# Grading Scale:

FTCC grades are based on a 4.0 grading system. Each grade is assigned a “grade-point equivalent” in quality points for each term credit hour scheduled. The grade point average (GPA) is determined by dividing the total of quality points earned by the number of term hours scheduled.

| Numerical Grade | Letter Grade Equivalent | Grade Point Equivalent |
| --- | --- | --- |
| 90-100 | A-Excellent | 4 grade points per credit hour |
| 80-89 | B-Good | 3 grade points per credit hour |
| 70-79 | C-Average | 2 grade points per credit hour |
| 60-69 | D-Below Average | 1 grade point per credit hour |
| 0-59 | F-Failure | 0 grade point |

The complete grading scale description may be found in the current FTCC Student Handbook under “Academic Information.”

# Make-up Policy:

Late academic work submission procedures are as follows:

1. Academic assignments and projects are due by the scheduled/published dates. Find the due dates below and in the grade book.
2. No late work will be accepted after the 90 percent date of the term.
3. Ten percent assignments and Discussion Board assignments are not be eligible for late submission after the conclusion of the week, module, or unit.
4. For assignments that may be accepted late (Labs, Chapter Questions), there is a 10 percent penalty for each business day that an assignment or project is late.  For example, if your assignment is due on Tuesday and you submit it on Thursday, the highest possible grade you can earn is a “B”. With each additional day late, there is a 10 percent penalty.  Assignments may be submitted no more than one week late without prior approval from your instructor.
5. We know that extenuating circumstances can sometimes interfere with timely submission of your work. Be sure to tell your instructor right away if you are going to be late with a submission.
6. Extenuating circumstances include, but are not limited to, personal/family member hospitalization, family member death, a severe weather event, a natural disaster, and an active military situation that prevents timely submission of work. Computer-related issues, internet connectivity, and account blocks are generally not considered extenuating circumstances.
7. You may request an extension or alternative arrangement, preferably prior to the due date, but your request does not automatically result in a waiver of the due date or of the penalties for late submissions. Your instructor may also require you to provide documentation of the reason. If your instructor determines that an extension is warranted, they will provide you with the expectations for your submission.

# Incomplete Grades or Extended Time

In general, this course does not offer Incomplete Grades or Extended Time past the course date. Incomplete grades are not offered.

# Academic Integrity-Plagiarism:

Academic dishonesty includes, but is not limited to, the following:

1. Obtaining test information, research papers, notes, and other academic material without authorization.
2. Receiving or giving help on tests, projects, or assignments submitted for a grade unless specifically authorized by the instructor.
3. Plagiarism, which is taking credit for another’s ideas or works as if they were your own.

Penalties for plagiarism and cheating that may be imposed by the instructor include, but are not limited to, the following:

1. Rewriting the assignment.
2. Receiving a “0” on the assignment.
3. Failing the course in which the assignment was submitted.

Penalties for plagiarism and cheating that may be recommended include, but are not limited to, the following:

1. Academic probation.
2. Academic suspension.
3. Expulsion from the college.

# Institutional Statement:

Each student is responsible for being aware of the information contained in the FTCC Catalog, FTCC Student Handbook, Student Code of Conduct policy, and semester information listed in the class schedule. All information may be viewed on the FTCC website.

# Americans with Disabilities Act (ADA):

FTCC facilitates the implementation of reasonable academic accommodations, including resources and services for students with disabilities, chronic medical conditions, a temporary disability, or other health related conditions resulting in difficulties with accessing learning opportunities. All accommodations are coordinated through the Disability Support Services Office located in the Tony Rand Student Center, Room 127, or call 910-678-8349, or 910-678-8559. Please contact the Disability Support Services Office as early in the semester as possible.

Blackboard is an accessible learning management system. Blackboard’s accessibility information can be found at <http://www.blackboard.com/accessibility.html> (opens in new window).

Blackboard’s web conferencing software has limited accessibility. Direct link: <http://www.blackboard.com/platforms/collaborate/products/blackboard-collaborate/web-conferencing/accessibility.aspx> (opens in new window). Please contact the instructor immediately after reviewing the accessibility information provided by Blackboard if you need additional accommodations.

Closed captioning or scripts are provided for all audio and video components created by the instructor.

# Student Support Services:

For a detailed list of student support services, please refer to the Student Support button in Blackboard.

# Cell Phones & Mobile Devices:

Cell phones and mobile devices can be used for testing and discussion board assignments in the course. A computer with Microsoft Office 2016 installed is required to complete the lab assignments in the course. Mobile devices and tablets cannot be used to complete lab assignments.

# Email

Always use your student email to contact your instructor. Please include your section number in all email correspondence. Note: Do not use Yahoo or Hotmail accounts. Check and answer your email at least three times a week.

# Personal Information

Make sure your phone number is correct with the Registrar’s Office. If your instructor attempts to contact you by phone and the phone number listed with the Registrar is incorrect or has been disconnected, and email is not working, it is assumed you are no longer able to complete the course. You may correct your information through WebAdvisor, if needed.

# Syllabus/Schedule Changes:

This syllabus may be changed at the instructor’s discretion, with proper notification to students. Any changes will be promptly noted in Announcements and emailed to the student’s FTCC student email account.