DBA-210 Database Administration

How to Navigate the Course

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# Introduction

Welcome to DBA-210. There is a lot of information to share, so please be sure to read it all. If you have questions or problems do not hesitate to ask (email, office visit, phone, etc). My goal is for each of you to learn something about Database Administration and to hopefully decide that you actually like databases and that they are not scary like some students think. Obviously you don’t think so or you would not be here, right?!?

Please do not be afraid … jump right in and check it all out.

This is a new book with a companion website. I encourage you to take advantage of all the resources that entails. The website has videos, questions, flashcards, and other tools to help you learn. I am learning about the website too, so we will explore it together as we go along.

Quite frankly, I am building the course as we go. I would like to use some assignments from previous offerings of this course, but I don’t know exactly where they fit in at this time. So stay tuned to moodle and email for more information from me each week as we go along.

# General Course Rules

* All work is due on the due date. That is also the cut off date, so no late work will be accepted. If you have a “life happens” event, please get in contact with me prior to the due date so that we can make any necessary arrangements.
* All work is to be your own. Any students who submits the work of another student in Moodle will receive a zero. If the other student is identified, they will also receive a zero, so don’t share your work! There will be notes in feedback for the assignment explaining what I think happened, and you can/should get in contact with me to explain, especially if I am incorrect.
* All work is open book, open notes, and open computer. Please do not “phone a friend”. The work is yours and a chance to practice, as well as show me what you have learned. When working on assignments, you may talk with others in the class if you like, but never on exams. If you have questions or need clarification, I am only an email away.
* Our primary method of communication will be email. Please put your class name (DBA-210) in the subject of the email. I typically have a lot of students and this will help me to answer your questions more quickly.
* Course materials for the week will open on Sunday of that week. All assignments will be due on Saturday at 11:55 pm, with the possible exception of the last week. Due dates and instructions are always in Moodle and there will be an email each week detailing the activities as a reminder.
* Please do not be shy about emailing. I strive to answer within 48 hours. I try to check email in the evenings and on the weekends, in order to respond to online students. I want everyone to be successful and so you need to put your questions/problems out there for me to answer and assist you.

# Course Materials

For this course, you will need:

* the book Databases Illuminated
  + There is an eBook in the Navigate 2 companion website for those who like eBooks. We got a great deal and the printed book was less expensive than the eBook by itself.
* an access code for Navigate 2 (which comes with the book)
* a place to store files (on your computer’s hard drive, in the cloud, on a USB, or wherever you choose). The important thing about storage is that in case a file were to be corrupted when adding it to Moodle, then I will ask you to resubmit and you will need to have your copy somewhere so that you can find it.
* Student email – our primary method of communication will be via email. I will send out an email each week reminding you of what is due that week and the upcoming week so that you can be prepared. The more important thing is not to procrastinate. There is a lot of work, some weeks will be lighter than others, and you will have to submit it on time.

# Moodle Organization

Moodle is organized by week, with the exception of the informational block at the top. Each week should have the date and what we are working on that week to help keep you on track. If you find that items in Moodle are difficult to understand, please be sure to let me know. If you have questions, then some other students probably have questions too.

# “Navigate 2” Organization

You should have received an access code with your book. I have posted some instructions in Moodle which contain the Class Code that you need to register.

You will see three tabs across the yellow bar, Lessons, Learning Tools, and Reports & Grades. The lessons tab will have an area for Assignments and also Course Blocks. We will not be using the Assignments area at this time. The Course Blocks will contain a square for each Chapter. I will make those available as we are ready to use them. We most likely will not do every chapter in the book as we have some other assignments to accomplish as well.

Using the pull down for the Chapter Block is how you find the items you might need for that Chapter. Some will be optional and some will be required. For example, Chapter 1 has the following items:

* eBook
* slides
* flashcards
* practice activities
* Chapter 1 Quiz

Notice that Chapter 1 Quiz is the only thing in this area that is required. … but it will also be listed in Moodle as an assignment. There is a description for each item to give you an idea what it is. I encourage you to explore!

# What is involved in the course?

## Chapter Work

I am aiming to cover all the chapters in the book, plus some additional material. But I have not read the entire book yet and might find things we can skip. For each of the book chapters, the assignments might vary. But this is an idea of how it might look …..

* Read though the Chapter in one of these ways (or use a combination)
  + Read the printed book
  + Read the Ebook – this contains self-check knowleges question throughout the chapter (look for the green circles with white start). There are only a couple of questions to each section and it will help you determine if you understood what you just read. They are no mandatory and no grade will be recorded. You can review them as often as you like.
* Download and go through the slides. Some students will like to print them and write notes on them. They are a the PowerPoint presentation put out by the publisher and I have not edited them at this point so they should follow the book exactly.
* Play with the flashcards. You can do these as often as you want, resetting them at any interval. The grade will not be recorded, but again, they can help you to understand the material that you read.
* Maybe try the practice activities. These will typically be review questions for the chapter … you can go through them as often as you like and the grade will not be recorded.
* Complete the Chapter Quiz. Each quiz will be about 15 questions and students will have two attempts for each quiz. The highest score of the two attempts will be recorded and then manually moved to Moodle and become a part of your final grade.

## Assignments

There will be additional assignments each week which will always be posted in Moodle. These will always be graded and become a part of your final grade. Some might be snippets of coding … others will be research and writing …. It might be creating a forum entry, as well as responding to others.

## Exams

Exams will open on Sunday of each week they are administered. They will remain open until 11:55 pm on Saturday of that week. Exams will be scored and be a part of your final grade.