

**HARRISBURG AREA COMMUNITY COLLEGE
TECHNOLOGY DEPARTMENT
Virtual Campus
COURSE SYLLABUS
CIS 241 – Database Administration I – Spring 2015**

INSTRUCTOR NAME: Paul Martin

OFFICE LOCATION: Lancaster Campus, Main Rm320

OFFICE HOURS: Mon 1 - 3pm, Tues and Thurs 10:00am - 12:00 pm. Other appointments may be scheduled as required. We can also schedule phone or chat conferences if you can't make it to my office.

OFFICE PHONE #: 717-358-2962. If you leave a message on Thursday after 3:00 pm, I will respond on Monday.

EMAIL: Please use the email in D2L. If there is a problem with D2L, contact me at my HACC email: pcmartin@hacc.edu. In accordance with AP772, any questions received by email or discussion postings will be answered within two business days (excludes weekends and/or holidays). This means an email or post placed on Thursday does not have to be answered until Monday afternoon. Keep this in mind if you send an email on the weekend and need an answer to complete the assignment which is due Sunday night.

COURSE: CIS 241 – Database Administration I

CRN & CREDIT HOURS: 31319 – 3 Credits

CLASS ROOM # AND CLASS MEETING TIMES: This class does not require you to attend any on-campus meetings/activities. However, all resources offered by any HACC campus are available for your use (Library, Tutoring Labs, Computer Labs, etc...). I recommend that you use them if you have any problems completing the assignments.

ADMINISTRATIVE ASSISTANT PHONE #: Cindy Sierk 717-358-2980

REFUND DATES: Please refer to the HACC website below for the exact refund dates. You do not need my signature to withdraw during the refund period

<http://www.hacc.edu/NewStudents/RegisterOnlineGuide/Add-Drop-Deadlines.cfm>

DELAYED START: Not applicable, Campus delays will not change online due dates.

CATALOG DESCRIPTION: This course is an introduction to the core concepts of database administration. Topics include: an in-depth discussion of Database Architecture, hands-on exercises installing the database, creating database objects such as tables and indices, applying database security, performing various database backup/recovery scenarios, and an introduction to database optimization utilizing performance tuning and database normalization.

PREREQUISITE COURSE(S): Completion of CIS 140 or Web 143 with a grade of C or higher, or permission of instructor

TEXT(S), REQUIRED: Modern Database Management, Hoffer ISBN 0-13-266225-6. Copyright © 2013 by Pearson Education, Inc. Edition 11 Binding Hardback.

SUPPLEMENTAL:

- Word processing software to document the completion of class assignments.
- Microsoft SQL Server 2014 Express Edition, Free download from Microsoft at http://msdn.microsoft.com/en-us/evalcenter/ff978728.aspx?wt.mc_id=MEC_36_1_5
- SQL Server 2014 Books Online free download from Microsoft or more preferable use the online version at <http://msdn.microsoft.com/en-us/library/ms130214.aspx>.

- SQL Server Management Studio. This is the online link to the user manual for the GUI software that Microsoft provides to manage SQL Server.
<http://msdn.microsoft.com/en-us/library/ms174173.aspx>

LEARNING OUTCOMES: Upon successful completion of the course the student will be able to:

Upon successful completion of this course, the student will be able to:

- Identify characteristics of tools, concepts, and technologies used in databases
- Apply database architecture principles
- Install a database management system (DBMS) software package
- Create and manage a database
- Write SQL to create, modify, and retrieve data from a database

Planned Sequence of Instruction

[These may not be covered in this exact order but are all included in the textbook and/or hands-on exercises]

- A. Overview of database technology
- B. Overview of SQL database and No SQL databases
- C. Build a database
- D. Define table relationships
- E. Purpose and syntax for coding different statements in SQL
- F. Insert, update, and delete data with SQL
- G. Manage an SQL database and No SQL database
- H. Discuss the importance of database standards and procedures
- I. Identify and explain the components of a data model
- J. Differentiate conceptual, logical, and physical data models
- K. Demonstrate effective use of the normalization process in the creation of a database
- L. Evaluate entity attributes for potential primary key use
- M. Install a DBMS software package
- N. Create a database using the DBMS Management tool set
- O. Import a database using the DBMS Management import tool set
- P. Apply security at the DBMS, database, table, and column levels.
- Q. Perform database backup and recovery procedures
- R. Identify and create indexes to optimize database performance
- S. Define locks and lock granularity
- T. Detach the database files to relocate them to another DBMS

COURSE REQUIREMENTS:

To successfully complete the course, each student will be required to:

- Read all materials as assigned
- Respond to posted or written assignments
- Communicate with the instructor and/or other students via the Bulletin Board postings.
- Take the exams
- **Complete all assignments by the due date and time (no extensions will be given for any reason).**
- Complete all hands-on lessons.
- Assignments may include review questions and research.
- Complete 2 exams worth 100 points.
- Online class participation is required.

ATTENDANCE POLICY:

The following are excerpts from the Technology Division attendance policy.

Attendance: Attendance is monitored throughout the semester. Please follow the schedule listed below, and the calendars in D2L for due dates.

According to guidelines from the Federal Department of Education, HACC must demonstrate that an online student participated in class or was otherwise engaged in an academically-related activity for attendance purposes. **Logging into an online class without active participation does not meet the definition of attendance. If a student misses two (2) consecutive homework assignments and/or exams, the student will be marked as NOT IN ATTENDANCE and will be withdrawn from class.** It is your responsibility to complete all work on time.

Phone Messages:

I have access to my voice mail during days that I am on campus. It may be days before I receive phone messages that you may leave. I have access to D2L and email at work and at home. I recommend that you use email as the primary communication method.

Email Messages:

Use D2L email for messages. In the subject line type a short topic name. Your name, and the question must be in the body of the email. Emails will be answered within 2 business days, per AP772. This means that an email sent on a Friday may not be answered until Tuesday of the next week. This means you need to start your assignments early so that waiting two business days does not impact completion of an assignment by the due date.

Make-up Test Policy:

Students are expected to take all scheduled tests/exams at the specified time. Absolutely no make-up exam will be given unless you notify the instructor at least 48 hours (M-F) before the test. Leaving a phone message or an email does not guarantee that a request for a make-up test will be granted. You may be asked to submit the following documentation before taking the make-up test:

1. Serious illness (with your doctor's note)
2. Business matter (with your supervisor's note)
3. Conflict with other courses (must notify instructor well in advance)

Common excuses such as headache, car trouble, housework, etc. are absolutely not acceptable. The following rules will be strictly enforced:

- i. The make-up test must be rescheduled and taken within one week;
- ii. The make-up test may be scheduled to be taken at the Test Center during its operating hours, with the instructor's permission and within the scheduled time. Exceeding the scheduled time will result in a reduction of 10% from the grade of the test.
- iii. The make-up test may be different from the class test.
- iv. Late assignments will not be accepted for any reason.

This is an online class so attendance will be monitored by reviewing the D2L online activity for each student. If a student has no D2L online activity (completion of assignments not just logging into D2L) for two calendar weeks, the instructor reserves the right to withdraw the student from the class.

EXAMINATIONS:

All exams will be given online and are closed book and notes. You are on your honor to follow

this. Exams are a combination of 50 Multiple Choice, and True / False questions worth 2 points each. Each exam will be available for a period of ~48 hours or more on the designated days (12:05 am -- 11:55 pm), listed in assignments. You will have 60 minutes, this time limit may be reduced by the professor, from the time you start the exam to complete it. **All exams must be taken on the scheduled date unless arrangements have been made at least 48 hours in advance.**

- Exam 1 (Mid-Term) covers chapters 1 - 7 *Online*
- Exam 2 (Final) covers chapters 8 - 14 *Online*

WITHDRAWALS:

You may drop the course any time by completing a Drop/Add/Withdraw (DAW) form. They must be completed, sent to me for a signature, and processed by the Welcome Center before the last day of classes which is May 1, 2015. Copies are available online, as well as in the campus Welcome Centers. No grade will be recorded for a dropped course within the college refund periods. After the refund periods, a W grade is assigned for the course if you are passing the course, at the time of official withdrawal. Otherwise, you will receive an F for the course. No credit is assigned to a W grade. It is the student's responsibility to withdraw to receive a grade of “W”. If a student does not formally withdraw, the grade may be “F”. Instructions to withdraw can be found at:

<http://www.hacc.edu/NewStudents/RegisterOnlineGuide/Dropping-Adding-or-Withdrawing.cfm>

COURSE ASSIGNMENTS:

This class does not require you to attend any on-campus meetings/activities. However, all resources offered by any HACC campus are available for your use (Library, Tutoring Labs, Computer Labs, etc...) Listed below is the planned schedule, for this course, and is subject to change by the college or professor only. You can always start the assignments early and submit them as they become available in Desire 2 Learn (D2L).

	Read	Chapter Assignment	Other Activities
1/19 - 1/25	Chapter 1	Chapter 1: complete and submit only the odd review questions at the end of the Chapter. Due 1/25 (10 points)	
1/26 – 2/1	Chapter 2	Chapter 2: complete and submit only the even review questions. Due 2/1 (11 points)	Hands-on Lesson #1 due 2/1
2/2 - 2/8	Chapter 3	Chapter 3: complete and submit only the odd review questions. Due 2/8 (9 points)	
2/9 - 2/15	Chapter 4	Chapter 4: complete and submit only the even review questions. Due 2/15 (12 points)	Hands-on Lesson #2 due 2/15
2/16 - 2/22	Chapter 5	Chapter 5 complete and submit only the odd review questions. Due 2/22 (12 points)	
2/23 - 3/1	Chapter 6	Chapter 6: complete and submit only the even review questions. Due 3/1 (15 points)	Hands-on Lesson #3 due 3/1
3/2 - 3/8	Chapter 7	Chapter 7 complete and submit only the odd review questions. Due 3/8 (points 10)	

3/9 – 3/15	Exam 1	Chapters 1 - 7	Hands-on Lesson #4 due 3/15
3/16 – 3/22	Chapter 8	Chapter 8: complete and submit only the even review questions. Due 3/22 (8 points)	
3/23 - 3/29	Chapter 9	Chapter 9 complete and submit only the odd review questions. Due 3/29 (13 points)	Hands-on Lesson #5 due 3/29
3/30 - 4/5	Chapter 10	Chapter 10: complete and submit only the even review questions. Due 4/5 (11 points)	
4/6 - 4/12	Chapter 11	Chapter 11 complete and submit only the odd review questions. Due 4/12 (15 points)	Hands-on Lesson #6 due 4/12
4/13 - 4/19	Chapter 12	Chapter 12: complete and submit only the even review questions. Due 4/19 (12 points). (Must Read Complete chapter online)	
4/20 - 4/26	Chapter 13	Chapter 13 complete and submit only the odd review questions. Due 4/26 (12 points). (Must Read Complete chapter online)	Hands-on Lesson #7 due 4/26
4/27 - 5/3	Chapter 14	Chapter 14: complete and submit only the even review questions. Due 5/3 (14 points). (Must Read Complete chapter online)	
5/4 - 5/9	Exam 2	FINAL EXAM: Chapters 8 - 14	Hands-on lesson #8 due 5/8

GRADING SYSTEM:

Exams: (2 X 100points)	200 points
Chapter Review Questions: (14 Chapters)	164
Hands-on Exercises (8 X 25 pts/exercise)	<u>200</u>
Total:	564 points

Letter grade equivalents for percentage of points earned are listed below. You will receive the final letter grade based on the points you earn. There will be no curve or rounding up or down. If there is any extra credit it will be available to all members of the class.

- **A** 90.0%-100% (508 - 564 points)
- **B** 80.0%-89.9% (451 - 507 points)
- **C** 70.0%-79.9% (395 - 450 points)
- **D** 60.0%-69.9% (339 - 394 points)
- **F** Below 60.0% (338 or less)

ACADEMIC DISHONESTY:

Academic honesty is one of the fundamental principles upon which the College was founded and upon which it must operate to continue to perform its most important function. Students are expected to be honest in all of their academic endeavors. The College views academic dishonesty as a serious breach of conduct. Depending upon the nature and severity of the dishonest act, the faculty and the College may discipline a student or verifiable acts of dishonesty occurring in or out of the classroom. Specific procedures for handling incidents of academic dishonesty are contained in AP594.

Academic dishonesty is defined as an intentional act of deception in which a student seeks to claim credit for the work or effort of another person, or uses unauthorized material or fabricated information in any academic work. It includes, but is not limited to:

- A. Cheating - giving or receiving answers on assigned material, using materials or aids forbidden by the instructor, alteration of academic records, unauthorized possession of examinations, or the falsification of admissions, registration or other related college materials, or any other intentional use or attempted use of unauthorized materials, information, or study aid.
- B. Plagiarism - the offering of someone else's work, words, or idea as one's own or using material from another source without acknowledgement.
- C. Interference - interfering without permission with the work of another student either by obtaining, changing or destroying the work of another student.
- D. Buying or selling of term papers, homework, examinations, laboratory assignments, computer programs, etc.
- E. Falsifying of one's own or another's records.
- F. Knowingly assisting someone who engages in A-E above.

Penalties for students found to have committed academic dishonesty include but may not be limited to the following:

- 1. lowering of a grade or failure for a particular assignment;
- 2. lowering of a grade, failure and/or dismissal from the course;
- 3. disciplinary probation;
- 4. suspension from the curriculum;
- 5. suspension from the college for a period of one semester or more.

Details on the appropriate policy can be found in the student handbook or in any office bay.

Office for Disability Services (ODS). Students who wish to register to receive services from the Office for Disability Services (ODS) should provide documentation of disability to Carole Kerper, ODS Director. Documentation requirements are determined by disabling condition. Three disability categories exist: medical disabilities, psychiatric disabilities, and learning disabilities. Attention deficit disorder is classified as a medical disability. In addition, students who are recent high school graduates may submit an evaluation report from their high school. Documentation should be sent to: Carole Kerper, Director, Office for Disability Services, C230, Harrisburg Area Community College, One HACC Drive, Harrisburg, PA 17110.

STUDENTS IN NEED OF ACCOMMODATIONS:

Students with disabilities who are in need of accommodations should contact the appropriate campus disability coordinator listed below. Coordinators for each campus are listed below:

THE PENNSYLVANIA HUMAN RELATIONS ACT and EEOC Policy 005:

It is the policy of Harrisburg Area Community College, in full accordance with the law, not to discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, gender, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, genetic history/information, or any legally protected classification. HACC recognizes its responsibility to promote the principles of equal opportunity for employment, student admissions, and student services taking active steps to recruit minorities and women.

The Pennsylvania Human Relations Act ("PHRAct") prohibits discrimination against prospective and current students because of race, color, sex, religious creed, ancestry, national origin, handicap or

disability, record of a handicap or disability, perceived handicap or disability, relationship or association with an individual with a handicap or disability, use of a guide or support animal, and/or handling or training of support or guide animals.

The Pennsylvania Fair Educational Opportunities Act (“PFEOAct”) prohibits discrimination against prospective and current students because of race, religion, color, ancestry, national origin, sex, handicap or disability, record of a handicap or disability, perceived handicap or disability, and a relationship or association with an individual with a handicap or disability.

Information about these laws may be obtained by visiting the Pennsylvania Human Relations Commission website at www.phrc.state.pa.us.

<p><u>HACC—Gettysburg Campus</u> Peggy Violette Coordinator Disability Services 101 J 731 Old Harrisburg Road Gettysburg, PA 17325 Phone: 717-339-3518 Fax: 717-337-3015 Email: mlviolet@hacc.edu</p>	<p><u>HACC—Lebanon Campus</u> Deborah Bybee Coordinator, Disability Services 104F 735 Cumberland Street Lebanon, PA 17042 Phone: 717-270-6333 Email: dabybee@hacc.edu</p>
<p><u>HACC—Harrisburg Campus</u> Carole Kerper Director, Disability Services Cooper 230 One HACC Drive Harrisburg, PA 17110 Phone: 717-780-2614 Fax: 717-780-2335 Email: clkerper@hacc.edu</p>	<p><u>HACC—York Campus</u> Lori Shoemaker—MSS, LSW Coordinator, Disability Services YL 134A 2010 Pennsylvania Avenue York, PA 17404 Phone: 717-801-3276 Fax: 717- 718-7252 Email: rshoemak@hacc.edu</p>
<p><u>HACC—Lancaster Campus</u> Vicki Van Hise Coordinator, Disability Services Main 212B 1641 Old Philadelphia Pike Lancaster, PA 17602 Phone: 717-358-2972 Fax: 717-358-2951 Email: vlvanhis@hacc.edu</p>	<p><u>HACC—Virtual Learning</u> Deborah Bybee Coordinator, Disability Services 104F 735 Cumberland Street Lebanon, PA 17042 Phone: 717-270-6333 Email: dabybee@hacc.edu</p>

Online Course Evaluation

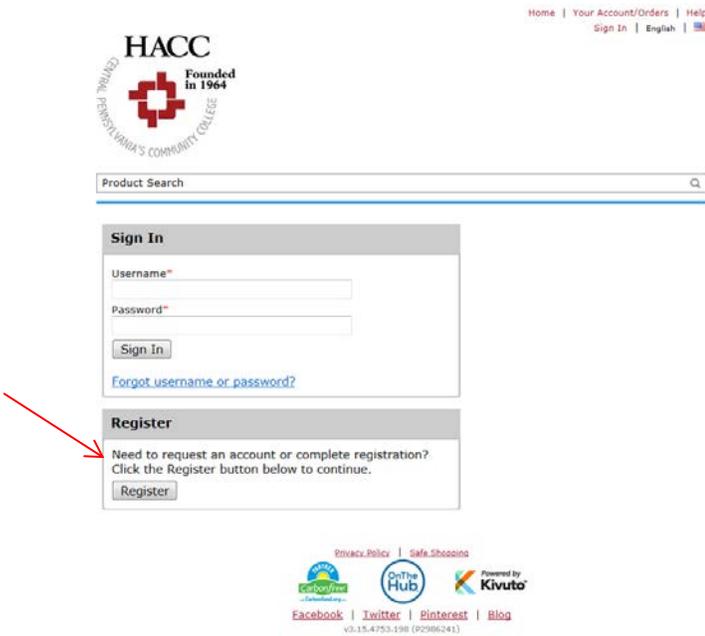
An online evaluation of the class will be available toward the end of the semester. This information is valuable to the college and myself. Please complete this short evaluation before the last week of class. Just login to HACCWeb, select the Personal Information tab, then select Research Office Evaluations and Surveys from the menu options.

REFERENCE LINKS:

This section may include special readings, lab sessions, papers, and activities other than the standard textbook reading listed above.

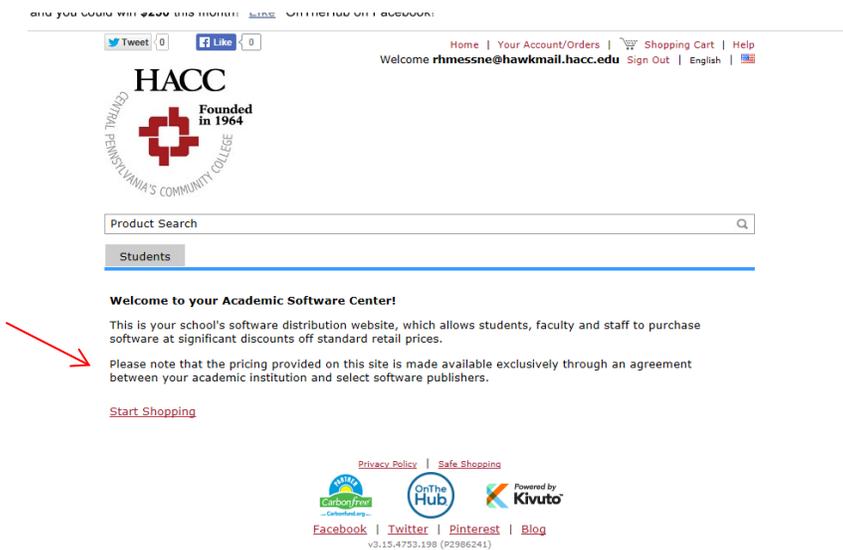
Microsoft Office 365 Pro Plus Instructions

1. Go to <http://hacc.onthehub.com> login page



2. If you have not already registered, use your "@hawkmail.hacc.edu" email address to register.

3. Once you have successfully registered, sign in, "start shopping", choose the Microsoft Office 365 product, and add it to your shopping cart.





Product Search

Students

Office 365 ProPlus 12 Months - Subscription

Manufacturer: Microsoft Corporation
Delivery Type: Subscription
Available to: Students
In Stock

Free

[Add To Cart](#)
[Are you eligible?](#)

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Description System Requirements Are you eligible?

Office 365 ProPlus

Get the latest Office applications you know, across all of your devices, so you can work your best wherever you happen to be.

What's Office 365 ProPlus?
Office 365 ProPlus has the latest version of the applications you know and love, plus cloud services so you can have Office when and where you need it. Just sign in and get to your Office files, applications, and settings from virtually anywhere.
Office 365 ProPlus comes as a subscription to get the latest updates; you will be notified by email when it's time to renew.
What it includes:

4. Once finished, click the "check out" button and follow the verification prompts, then click the "proceed with the order" button.

5. Finally you should see a link to the Office 365 download which will be valid for a term of one-year.

Items All prices are in US Dollars

	Amount
Office 365 ProPlus 12 Months - Subscription	\$0.00
Notes: See below for details on how to access your Office 365 subscription. Note that while you will be able to sign in to your Office 365 account as soon as your subscription details are available below, it may take up to an hour for Microsoft to complete the configuration to allow you to install Office. During this time you will see a spinning wheel with the text "setting up Office".	
Subscription User ID: rhmessne@myhawks.onmicrosoft.com Temporary password: Tacu9938 Note that you will be prompted to change your password when first signing in. Expires: 2015-01-22 Start using Office 365	
Messages: <ul style="list-style-type: none">Kivuto ELMS for Student Advantage Terms of Use	
Agreement Number: 01C36005 Enrollment Number: 5090727	
Subtotal:	\$0.00
Taxes:	\$0.00
Total:	\$0.00

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