

North Central Texas College

Course Syllabus

Course Title: Introduction to Oracle SQL		
Course Prefix & Number: ITSE 1345	Section Number: 350	Term Code: 2017 FA
Semester Credit Hours: 3	Lecture Hours: 32	Lab Hours: 32
Course Description (NCTC Catalog): This is an introduction to the design and creation of relational databases using Oracle. Topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL).		
Course Prerequisite(s): ITSE 1303 or Proven Basic SQL Knowledge		
Course Type: X Academic General Education Course (from Academic Course Guide Manual but not in NCTC Core) X Academic NCTC Core Curriculum Course X WECM Course		

Name of Instructor:	Manuel Trevino, Jr.
Campus/Office Location:	IT Career Connection Center, room 102 (Online office Hours are available by appointment)
Telephone Number:	940-498-6440 extension 6516 *
E-mail Address:	mtrevino@nctc.edu *

*** Instructor Response Time - Please allow 24 hours during the week and 48 hours on the weekend for responses**

Name of Chair/Coordinator:	Judy Archer
Office Location:	Room 233
Telephone Number:	940-498-6292
E-mail Address:	jarcher@nctc.edu

REQUIRED COURSE MATERIALS

Murach, Joel, Murach's Oracle SQL and PL/SQL for developers, 2nd edition

ISBN: 978-1-890774-80-6

Software: instructions regarding software will be given in class

- Oracle Database Express Edition 11g (a free download)
- Oracle SQL Developer 4.0 or later (a free download)

GRADING CRITERIA*

# of Graded Course Elements	Graded Course Elements	Points per Assignment	Total Points	Points Contribution to Overall
12	Discussion Forum Assignments	20	240	16%
12	Lab Assignments	50	600	40%
13	Quizzes	20	260	17%
4	3 Exams & Final Exam (Respondus Monitor Required)	100	400	27%
	TOTAL		1500	100%

**Students found plagiarizing in an assignment in this course may receive an "F" for the course along with a report turned into the Dean for Scholastic Dishonesty.*

**Students with continued absences and discussion posts that add no value will receive a "0" for the assignment. The class discussion forums and exams will be used to determine regular attendance.*

Web access during exams is prohibited. **The exams will require Respondus Monitoring.*

Total Points	Letter Grade	Final %	Grading in this course is point driven. The maximum number of points may vary semester to semester. Labs and Discussion assignments will be graded within two weeks after due date.
1350 to 1500	A	90 to 100	
1200 to 1349	B	80 to 89.9	
1050 to 1199	C	70 to 79.9	
900 to 1049	D	60 to 69.9	
< 900	F	< 60	

STUDENT LEARNING OUTCOMES

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

Write Structured Query Language (SQL) statements using Oracle
Select and sort data
Produce reports with SQL*Plus
Create and manage tables with include constraints
Create Views and other database objects

GENERAL ONLINE CLASS CONDUCT

Please observe appropriate online communication etiquette when addressing fellow classmates as well as your instructor. Questions may be asked at any time. Please email or call instructor (contact information provided above).

College education is intended to broaden the student's knowledge base. Any and all material read, discussed, heard, or observed is subject to being referenced on an examination. Do not expect the body of knowledge to be narrowed by "reviews" from which test questions will be selected. Exams are closed book.

NOTICE: The instructor does not do behavior management. The expectation is that you, as college students, will learn to modify the behavior of your peers through the channels available in your contextual universe. If the instructor is forced to manage your behavior such will be accomplished via the following procedure:

1. You will be warned by the instructor that your behavior is not acceptable.
2. You will be suspended from class access and not return until:
 - a. You have met with the Dean of Students (Roxanne Del Rio)
 - b. You have signed a letter of probation
 - c. The Dean of Students notifies the instructor that you have done 'a' and 'b', and that you may return to class.
3. A third event will result in your probation becoming suspension and you will be removed from the class permanently.

ATTENDANCE POLICY

Regular attendance is expected of all students in all classes for which they have registered. Completing class discussion forum assignments, Labs, quizzes and exams will be used to determine regular attendance for online students. No activity during a particular week will be considered as an absence. **Students with six (6) or more absences (excused or unexcused) may receive an "F" for the course.** A student that is compelled to be absent when a test is given, will petition the instructor, in advance, for permission to take the

exam early. Required work not completed by due dates will not be allowed to be turned in late without prior instructor approval.

*****There are no make-up exams or make-up assignments of any kind, for any reason*****

CORE CURRICULUM FOUNDATIONAL COMPONENT AREA			
	Communication		American History
	Mathematics		Government/Political Science
	Life and Physical Science		Social and Behavioral Sciences
	Language, Philosophy & Culture		Component Area Option
	Creative Arts		

REQUIRED CORE OBJECTIVES			
X	Critical Thinking	X	Teamwork
X	Communication	X	Personal Responsibility
X	Empirical and Quantitative	X	Social Responsibility

Last day to Withdraw	The last day to withdraw from a course with a "W" is November 9th. (Official Day of Record)
Holiday(s)	September 4th – Labor Day Holiday - Campus Closed November 22 – Thanksgiving Holiday - All College offices closed
Commencement	December 15 th – at the Gainesville Campus

DROPPING COURSES

I WILL NOT drop you from the class. You will receive an F if you stop attending and have not completed enough work for a higher grade.

If a student's personal circumstances dictate that he or she needs to reduce his/her academic load, that student should confer with his/her advisor for assistance in adjusting the number of courses being taken. A grade of "W" will be given to students who officially withdraw from a course, or "drop", at least by Thursday of the 11th week of a Fall or Spring semester, or a proportional number of weeks prior to the end of a flex-entry course or summer session. Any drops after this will be made with the approval of the instructor and the Department Chair.

It is the student's responsibility to initiate the action necessary to drop courses under the conditions outlined above. This requires the completion of a petition for course drop form available in the Registrar's Office on any NCTC Campus or by going to the NCTC website at www.nctc.edu and clicking on Admissions and Registration. Choose the forms on-line option and follow directions for submission of form. This form must be submitted on or before the last day to drop with a "W" (see Academic Calendar in front of catalog for specific date) and it is not available until after the official date of record. Prior to the official date of record, a student should go to the Registrar's Office and complete the required forms.

Students who register for courses are required to drop any courses they no longer wish to attend or a final grade will be assigned.

GENERAL DESCRIPTION AND TENTATIVE SCHEDULE

Class begins August 28, 2017

Course schedule and course work due dates will be made available during the first week of class.

Holidays – no classes:

All grades will be posted in Canvas with a running total and projected semester grade. All lab assignments should be submitted electronically via Canvas. All quizzes and exams will be administered via Canvas, password protected and available only during assigned class time.

Student Rights & Responsibilities

NCTC Board policy *FLB (Local) Student Rights and Responsibilities* states that each student shall be charged with notice and knowledge of the contents and provisions of the rules and regulations concerning student conduct. These rules and regulations are published in the Student Handbook published in conjunction with the College Catalog.

Other Pertinent Information

Dropping Courses:

If a student's personal circumstances dictate that he or she needs to reduce his/her academic load, that student should confer with his/her advisor for assistance in adjusting the number of courses being taken. A grade of "W" will be given to students who officially withdraw from a course, or "drop", at least by Thursday of the 11th week of a Fall or Spring semester, or a proportional number of weeks prior to the end of a flex-entry course or summer session. Any drops after this will be made with the approval of the instructor and the Department Chair.

It is the student's responsibility to initiate the action necessary to drop courses under the conditions outlined above. This requires the completion of a petition for course drop form available in the Registrar's Office on any NCTC Campus or by going to the NCTC website at www.nctc.edu and clicking on Admissions and Registration. Choose the forms on-line option and follow directions for submission of form. This form must be submitted on or before the last day to drop with a "W" (see Academic Calendar in front of catalog for specific date) and it is not available until after the official date of record. Prior to the official date of record, a student should go to the Registrar's Office and complete the required forms.

Students who register for courses are required to drop any courses they no longer wish to attend or a final grade will be assigned. Instructors may drop students from courses for non-attendance by completing a petition for course drop.

Scholastic Integrity

Scholastic dishonesty shall include, but not be limited to cheating on a test, plagiarism, and collusion. See *Student Handbook* "Student Rights & Responsibilities: Student Conduct [FLB (LOCAL)]" #20 on page 175.

Complaint Procedures

If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the department chair... If the complaint involves a grade received, the student shall collect all tests, papers, daily assignments, class notes and other relevant material prior to the conference with the instructor in question. (See Student Handbook > Discussion of Complaint)

ADA Statement

North Central Texas College is committed to providing equal access to educational opportunities to its students with disabilities by providing assistance through "reasonable accommodations"; and a variety of services and resources through the Special Populations Office. The College does not discriminate on the basis of disabilities in admission or access to its programs. Students are responsible for notifying the office of their need for assistance at least two weeks prior to the beginning of a semester. Students with documented disabilities such as mobility, hearing or visual impairments, learning, and/or psychological disorders are eligible for services. The Special Populations Office on the Gainesville Campus is located in the Counseling/Testing Center room ASC 108 (next door to the bookstore). For assistance, call 940/668-4216 ext. 344.

Civil Rights

In compliance with Title VI of the Civil Rights Act of 1964 (P.L.88-352), Title IX of the Education Amendments of 1972 (P.L. 92-318). and the Age Discrimination Act of 1978 (P.L. 92-256), North Central Texas College does not discriminate against or exclude from participation in any of its programs or activities, either in the student body or the staff, any person on the grounds of sex, race, color, religion, age, handicap, national origin, or veteran status.

Web Page

Visit the North Central Texas College web page for information on registration, financial aid, counseling/advising, and cost of tuition and fees. You will also find information on the catalog and semester schedules as well as courses of study. You can keep up with what is happening on campus by checking the calendar of events and the sports news. The web has information on the library as well as links to other areas of interest. Check out our web page at <http://www.nctc.edu> .

Additional content for this course may be found in your Canvas account. Please check there for updates and news.

STUDENT SUPPORT SERVICES

Disability Services (OSD)

The Office for Students with Disabilities (OSD) provides accommodations for students who have a documented disability. A disability is anything that can interfere with learning, such as a learning disability, psychological challenge, physical illness or injury. Accommodations may include extra time on tests, tests in a distraction reduced environment, volunteer note taker in class, etc.

On the Corinth Campus, go to room 170 or call 940-498-6207. On the Gainesville Campus, go to room 110 in the Administration (100) Building or call 940-668-4209. Students on the Bowie, Graham, Flower Mound, and online campuses should call 940-668-4209 to arrange for an intake appointment with OSD.

North Central Texas College is on record as being committed to both the spirit and letter of federal equal opportunity legislation, including the Americans with Disabilities Act (ADA) of 1990, ADA Amendments Act of 2009, and Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112).

<http://www.nctc.edu/StudentServices/SupportServices/Disabilityservices.aspx>

Support Services

Counseling and Testing staff offer a variety of services to current and prospective students, such as College 101, placement testing, academic advising and course registration, transfer assistance, and College Success seminars (Time Management, Study Skills, Test Anxiety, Choosing a Major, Learning Style Strategies, Career Exploration), and much

more. <http://www.nctc.edu/StudentServices/CounselingTesting.aspx>

Student Success offers academic coaching, tutoring, including a Writing Center, a Math Lab, free 24/7 online tutoring through Grade Results and assist new students acclimate to college by providing computer lab services for prospective students. First generation students can also participate in **TRIO** which offers specialized support services. <http://www.nctc.edu/StudentServices/SupportServices.aspx>

Financial Aid offers financial resources for students that qualify, visit the financial aid offices for more information. <http://www.nctc.edu/FInancialAidHome.aspx>

Early Alert and NCTC Cares

The NCTC Early Alert program has been established to assist students who are at risk of failing or withdrawing from a course. Your instructor may refer you to this program if you are missing assignments, failing tests, excessively absent, or have personal circumstances impacting your academic performance. If submitted as an Early Alert you will be notified via your NCTC e-mail address and then contacted by a Counseling and Testing advisor or counselor to discuss possible strategies for completing your course successfully.

The NCTC CARES (Campus Assessment Response Evaluation Services) Team addresses behavior which may be disruptive, harmful or pose a threat to the health and safety of the NCTC community-such as stalking, harassment, physical or emotional abuse, violent or threatening behavior, or self-harm. As a student, you have the ability to report concerning behavior which could impact your own safety or the safety of another NCTC student. Just click the NCTC CARES Team logo posted on MyNCTC, or send an e-mail to CARESTeam@nctc.edu. As always, if you feel there is an immediate threat to your own safety or welfare

(or to another student), please call 911 immediately.

Tobacco-Free Campus

NCTC restricts the use of all tobacco products including cigarettes, cigars, pipes and smokeless tobacco on campus property.

NOTICE: Some grades for this course may post in Canvas. Those grades will be correct only relative to the assignments that are graded by instructor. The course average and other numeric computations that show in Canvas may or may not be correct. As college students you should use the above provided format to follow your grade progress. Your final grade is obviously a sum of the ratios of the four component grades. The very best approach is to accumulate as many points as you can as the semester goes along. If you miss an opportunity to earn points for any reason then, those points are lost. Remember to participate in posted assignments during the time frame allowed.

NOTICE: Some assignments required participation on more than one date. Being absent on either date will cause you to NOT get points for the related assignment or activity. Attendance is mandatory. This course operates much like a business with you as the employee who is expected to show up for all work assignments.