

CIS 181 NP Course Syllabus
Wilbur Wright College
One of the City Colleges of Chicago
[CIS] Computer Information Systems
Fall 2019 Semester

Course Prefix and Number: 032-0181
Course Title: Web Development I Basic Web Technologies
Length of Course: 16 weeks
Instructor Name & Contact Info: Dr. Laurie Alfaro, lalfaro17@ccc.edu
(773) 481-8335

I will respond to all student E-mail inquiries within 24 hours (except Sundays). In keeping with the Family Educational Rights and Privacy Act (FERPA), I cannot disclose information about your grades to anyone other than you without your express permission. Please use only your ccc.edu E-mail address to contact me.

Class Meeting Times & Location: Tuesdays & Thursdays, 5:30pm-7:15pm
Room L-128 (Learning Resource Center building)

Faculty Office Hours: Mondays, 11:20am to 12:20pm (virtual office hours—access at <https://brightspace.ccc.edu>)
Tuesdays, 2:50pm to 5:20pm (Learning Resource Center building, room L-370)
Wednesdays, 11:20am to 12:20pm (virtual office hours—access at <https://brightspace.ccc.edu>)
Thursdays, 7:50pm to 5:20pm (Learning Resource Center building, room L-370)

PCS Code: 1.2
IAI Code: [none]
Semester Credit Hours: 3
Contact Hours: 4 (3200 minutes)
Lecture Hours: 2 (1600 minutes)
Lab Hours: 2 (1600 minutes)

Method of Delivery (mark all that apply): Face to Face Online Hybrid

Course Catalog Description:

This course covers website architecture, layout structure, documentation, and user interface development with an emphasis on valid and semantic code. Style sheets will be used to organize and present page content. Responsive design techniques and tools will be used to build a robust website. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisites: English 101 eligibility or consent of Department Chairperson*

*A certain amount of familiarity with computers is expected. Students must be familiar with the Windows operating system, including file management and basic applications. For this reason, CIS 101 is strongly recommended before taking this class.

Course Objectives:

1. Usage of Hypertext Markup Language (HTML) in web pages
2. Cascading Style Sheets (CSS) to control layout of the web page
3. Website architecture, layout, and structure
4. Creating user interface forms
5. Creating data tables in HTML and controlling table appearance using CSS
6. Web page documentation
7. Accessibility and global environments
8. Promotion of websites and Search Engine Optimization (SEO)
9. Publishing a website to the Internet
10. Current trends in Web development and Web technologies, including the use of multimedia within Web pages

Student Learning Outcomes:

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

1. Create a website with Hypertext Markup Language (HTML). [Objective: 1, 3]
2. Identify tags, attributes, and values in a line of HTML code. [Objective: 1]
3. Identify block and inline elements and explain the difference between the two. [Objective: 1]
4. Configure text, color, images, and page layout using Cascading Style Sheets (CSS). [Objective: 2, 5]
5. Identify selectors, properties, and values in CSS code. [Objective: 2]
6. Describe the relationship between CSS and HTML. [Objective: 1, 2]
7. Develop user controls on a form including buttons, text boxes, text areas, checkboxes, radio buttons, and drop-down menus. [Objective: 1, 4]
8. Build a table of data on a website and successfully apply visual formatting using CSS. [Objective: 1, 2, 5]
9. Construct comments for documentation in both HTML and CSS code. [Objective: 6]
10. Describe how valid and semantic coding assists with accessibility in websites. [Objective: 7]
11. Describe how semantic coding can assist with SEO (Search Engine Optimization), and identify best practices for SEO. [Objective: 8]
12. Construct a website and publish it to the Internet. [Objective: 9]
13. Build a Web site using valid and semantic code with best practices in mind. [Objective: 1, 2, 3, 4, 5, 6, 7, 8, 9]
14. Describe the use of the Web technologies and current trends in developing Websites. [Objective: 10]

Fall 2019 Course Calendar*

Before our first class meeting, Tuesday, Aug. 27: Please read chapter 1 in our textbook (“Introduction to Web Development”). We will discuss this reading in class on Tuesday.

Date	Topic (Required)	Content (Optional - provide details)	Lab Information (As Applicable)	Desired Outcome(s) (Optional – List SLO #s)	Assessment Method(s)/Homework
Tue., Aug. 27	Intro to Course & Chapter 1: Introduction to web development	Review syllabus. Discuss class policies and procedures. 1: How web applications work 2: An introduction to HTML and CSS 3: How to view deployed web pages 4: Five critical web development issues	1A: The components of a web application 1B: How static web pages are processed 1C: How dynamic web pages are processed 1D: A survey of web browsers and server-side scripting languages 1E: How client-side JavaScript fits into web development 2A: The HTML for a web page 2B: The CSS for a web page 2C: A short history of the HTML and CSS standards 2D: Tools for web development 2E: Text editors for HTML and CSS 2F: IDEs for web development 2G: FTP programs for uploading files to the web server 3A: How to view a web page 3B: How to view the source code for a web page 4A: Users and usability 4B: Cross-browser compatibility 4C: User accessibility 4D: Search engine optimization 4E: Responsive Web Design	6, 12, 14	Complete the Syllabus Acknowledgement in Brightspace before Thursday's class. Read Chapter 2 before Thursday's class.
Thu., Aug. 29	Chapter 2: How to code, test, and validate a web page	1: The HTML syntax 2: The CSS syntax 3: How to test, debug, and validate HTML and CSS files	1A: The basic structure of an HTML document 1B: How to code elements and tags 1C: How to code attributes 1D: How to code comments and whitespace 2A: How to code CSS style rules and comments 2B: How to code basic selectors 2C: How to use Brackets to work with HTML and	1	Read Chapter 3 before Tuesday's class.

			<p>CSS files</p> <p>2D: How to open and close the folder for a website</p> <p>2E: How to open, close, and display files</p> <p>2F: How to start a new HTML file</p> <p>2G: How to edit an HTML file</p> <p>2H: How to start and edit a CSS file</p> <p>2I: How to use split view and the Quick Edit feature</p> <p>2J: How to preview an HTML file</p> <p>3A: How to test and debug a web page</p> <p>3B: How to validate an HTML file</p> <p>3C: How to validate a CSS file</p>		
Tue., Sep. 3	Chapter 3: How to use HTML to structure a web page	<p>1: How to code the head section</p> <p>2: How to code text elements</p>	<p>1A: How to code the title element</p> <p>1B: How to link to a favicon</p> <p>1C: How to include metadata</p> <p>2A: How to code headings and paragraphs</p> <p>2B: How to code special blocks of text</p> <p>2C: How to code inline elements for formatting and identifying text</p> <p>2D: How to code character entities</p> <p>2E: How to code the core attributes</p>	1, 2, 3, 9, 10, 11	
Thu., Sep. 5	Chapter 3: How to use HTML to structure a web page (continued)	3: How to structure the content of a page	<p>3A: How to use the primary HTML5 semantic elements</p> <p>3B: How to use some of the other HTML5 semantic elements</p> <p>3C: When and how to code div and span elements</p> <p>3D: How to code links, lists, and images</p> <p>3E: How to code absolute and relative URLs</p> <p>3F: How to code links</p> <p>3G: How to code lists</p> <p>3H: How to include images</p>	1, 2, 3, 9, 10, 11	
Tue., Sep. 10	Chapter 3: How to use HTML to structure a web page (continued)	<p>4: A structured web page</p> <p>Chapter 3 case study is assigned today!</p>	<p>4A: The page layout</p> <p>4B: The HTML file</p>	1, 2, 3, 9, 10, 11	<ul style="list-style-type: none"> Chapter 3 case study (due Tuesday, Sep. 17 at the beginning of class) Read Chapter 4 before Thursday's class.
Thu., Sep. 12	Chapter 4: How to use CSS to format the elements of a web page	<p>1: An introduction to CSS</p> <p>2: How to specify measurements and colors</p> <p>3: How to code selectors</p>	<p>1A: Three ways to provide CSS styles for a web page</p> <p>1B: Two ways to provide for browser compatibility</p> <p>2A: How to specify</p>	1, 4, 5, 6, 9	Complete & submit Chapter 3 case study before Tuesday's class.

			<p>measurements 2B: How to specify colors 2C: How to use the CSS3 color specifications</p> <p>3A: How to code selectors for all elements, element types, ids, and classes 3B: How to code relational selectors 3C: How to code combinations of selectors 3D: How to code attribute selectors 3E: How to code pseudo-class and pseudo-element selectors</p>		
Tue., Sep. 17	Chapter 4: How to use CSS to format the elements of a web page (continued)	<p>4: How to work with Cascading Style Sheets 5: A web page that uses external style sheets</p> <p>Chapter 4 case study is assigned today!</p>	<p>4A: How the cascade rules work 4B: How to use the developer tools to inspect the styles that have been applied 4C: How to work with text 4D: How to set the font family and font size 4E: How to set the other properties for styling fonts 4F: How to set properties for formatting text 4G: How to use CSS3 to add shadows to text 4H: How to float an image so text flows around it</p> <p>5A: The page layout 5B: The HTML file 5C: The CSS file</p>	1, 4, 5, 6, 9	Chapter 4 case study (due Tuesday, Sep. 24 at the beginning of class)
Thu., Sep. 19	Exam day	Open-book exam on chapters 1 thru 4		1, 2, 3, 4, 5, 6, 9, 10, 11, 13	<ul style="list-style-type: none"> • Complete & submit Chapter 4 case study before Tuesday's class. • Read Chapter 5 before Tuesday's class.
Tue., Sep. 24	Chapter 5: How to use the CSS box model for spacing, borders, and backgrounds	<p>1: An introduction to the box model 2: How to size and space elements 3: A web page that illustrates sizing and spacing</p>	<p>1A: How the box model works 1B: A web page that illustrates the box model</p> <p>2A: How to set heights and widths 2B: How to set margins 2C: How to set padding</p> <p>3A: The HTML for the web page 3B: The CSS for the web page 3C: A version of the CSS that uses a reset selector</p>	1, 4, 5, 6, 9	
Thu., Sep. 26	Chapter 5: How to use the CSS box model for spacing, borders, and backgrounds (continued)	<p>4: How to set borders and backgrounds 5: A web page that uses borders and backgrounds</p> <p>Chapter 5 case study is assigned today!</p>	<p>4A: How to set borders 4B: How to use CSS3 to add rounded corners and shadows to borders 4C: How to set background colors and images 4D: How to use CSS3 to set background gradients 5A: The HTML for the web page</p>	1, 4, 5, 6, 9	<ul style="list-style-type: none"> • Chapter 5 case study (due Thursday, Oct. 3 at the beginning of class) • Read Chapter 6 before Tuesday's class.

			5B: The CSS for the web page		
Tue., Oct. 1	Chapter 6: How to use CSS for page layout	1: How to float elements in 2- and 3-column layouts 2: Two web pages that use a 2-column, fixed-width layout	1A: How to float and clear elements 1B: How to use floating in a 2-column, fixed-width layout 1C: How to use floating in a 2-column, fluid layout 1D: How to use floating in a 3-column, fixed-width layout 2A: The home page 2B: The HTML for the home page 2C: The CSS for the home page 2D: The speaker page 2E: The HTML for the speaker page 2F: The CSS for the speaker page	1, 4, 5, 6, 9	Complete & submit Chapter 5 case study before Thursday's class
Thu., Oct. 3	Chapter 6: How to use CSS for page layout (continued)	3: How to use CSS3 to create text columns	3A: The CSS3 properties for creating text columns 3B: A 2-column web page with a 2-column article	1, 4, 5, 6, 9	
Tue., Oct. 8	Chapter 6: How to use CSS for page layout (continued)	4: How to position elements Chapter 6 case study is assigned today!	4A: Four ways to position an element 4B: How to use absolute positioning 4C: How to use fixed positioning 4D: A sidebar that uses positioning	1, 4, 5, 6, 9	<ul style="list-style-type: none"> Chapter 6 case study (due Tuesday, Oct. 15 at the beginning of class) Read Chapter 18 before Thursday's class.
Thu., Oct. 10	Chapter 18: How to deploy a website on a web server	1: How to get a web host and domain name 2: How to transfer files to and from the web 3: Four more skills for deploying a website	1A: How to find a web host 1B: How to get a domain name 2A: How to install FileZilla Client 2B: How to connect to a website on a remote web server 2C: How to upload and download files 3A: How to test a website that has been uploaded to the web server 3B: How to get your website into search engines 3C: How to control which pages are indexed and visited 3D: How to maintain a healthy website	12	<ul style="list-style-type: none"> Sign up for your FREE SiteGround web hosting account before Tuesday's class. Upload your Chapter 6 case study files to SiteGround and submit the URL for credit (due Tuesday, Oct. 15 at the beginning of class) Read Chapter 7 before Tuesday's class.
Tue., Oct. 15	Chapter 7: How to work with lists, links, and navigation menus	1: How to code lists 2: How to format lists	1A: How to code unordered lists 1B: How to code ordered lists 1C: How to code nested lists 1D: How to code description lists 2A: How to change the bullets for an unordered list 2B: How to change the numbering system for an	1, 2, 3, 4, 5, 6, 9, 12	

			ordered list 2C: How to change the alignment of list items		
Thu., Oct. 17	Chapter 7: How to work with lists, links, and navigation menus (continued)	3: How to code links 4: How to create navigation menus Chapter 7 case study is assigned today!	3A: How to link to another page 3B: How to format links 3C: How to use a link to open a new browser window or tab 3D: How to create and link to placeholders 3E: How to link to a media file 3F: How to create email, phone, and Skype links 4A: How to create a vertical navigation menu 4B: How to create a horizontal navigation menu 4C: How to create a 2-tier navigation menu 4D: How to create a 3-tier navigation menu 4E: The CSS for a 3-tier navigation menu	1, 2, 3, 4, 5, 6, 9, 12	Chapter 7 case study (due Thursday, Oct. 24 at the beginning of class—submit URL only)
Tue., Oct. 22 (midterm week)	Exam day	Open-book exam on chapters 5 thru 7 and 18		1, 2, 3, 4, 5, 6, 9, 10, 11, 12, 13	<ul style="list-style-type: none"> • Upload your Chapter 7 case study files to SiteGround and submit the URL for credit (due Thursday, Oct. 24 at the beginning of class) • Read Chapter 8 before Thursday's class.
Thu., Oct. 24 (midterm week)	Chapter 8: How to Use Responsive Web Design	Video Introduction: <i>Ethan Marcotte: A Dao of Flexibility - An Event Apart</i> 1: Introduction to Responsive Web Design 2: How to implement a fluid design	1A: The three components of a responsive design 1B: How to test a responsive design 2A: Fluid layouts vs. fixed layouts 2B: How to convert fixed widths to fluid widths 2C: How to use other units of measure with responsive design 2D: How to size fonts 2E: How to scale images 2F: A web page with a fluid design	1, 2, 3, 4, 5, 6, 9, 12, 13, 14	
Tue., Oct. 29	Chapter 8: How to Use Responsive Web Design (continued)	3: How to use CSS3 media queries 4: A web page that uses Responsive Web Design	3A: How to control the mobile viewport 3B: How to code media queries 3C: Common media queries for a responsive design 3D: How to build responsive menus with the SlickNav plugin 4A: The design of the web page	1, 2, 3, 4, 5, 6, 9, 12, 13, 14	<ul style="list-style-type: none"> • Chapter 8 case study (due Tuesday, Nov. 5 at the beginning of class) • Read Chapter 9 before Thursday's class.

			4B: The HTML for the web page 4C: The CSS for the web page		
Thu., Oct. 31	Chapter 9: How to use Flexible Box Layout for page layout and RWD	1: Getting started with Flexible Box Layout 2: How to set flexbox properties 3: A responsive web page that uses flexbox	1A: An introduction to flexbox 1B: How to create your first flexible box 2A: How to align flex items along the main axis 2B: How to align flex items along the cross axis 2C: How to wrap and align wrapped flex items 2D: How to allocate space to flex items 2E: How to change the order of flex items 3A: The design of the web page 3B: The HTML for the main structural elements 3C: The CSS for desktop layout 3D: The CSS for mobile layouts	1, 2, 3, 4, 5, 6, 9, 12, 13, 14	<ul style="list-style-type: none"> Chapter 9 case study (due Thursday, Nov. 5 at the beginning of class) Upload your Chapter 8 case study files to SiteGround and submit the URL for credit (due Tuesday, Nov. 5 at the beginning of class) Read Chapter 10 before Tuesday's class.
Tue., Nov. 5	Chapter 10: How to use Grid Layout for page layout and RWD	1: Getting started with Grid Layout 2: How to define the grid areas for elements	1A: An introduction to Grid Layout 1B: How to create a basic grid 1C: How to set the size of grid tracks 1D: How to align grid items and grid tracks 2A: How to use numbered lines 2B: How to use named lines 2C: How to use template areas 2D: How to use the 12-column grid concept	1, 2, 3, 4, 5, 6, 9, 12, 13, 14	Upload your Chapter 9 case study files to SiteGround and submit the URL for credit (due Thursday, Nov. 7 at the beginning of class)
Thu., Nov. 7	Chapter 10: How to use Grid Layout for page layout and RWD (continued)	3: A responsive web page that uses grid 4: Common page layouts that use grid	3A: The design of the web page 3B: The HTML for the structural elements 3C: CSS that uses template areas 3D: CSS that uses a 12-column grid 4A: The headline and gallery layout 4B: The fixed sidebar layout 4C: The advanced grid layout	1, 2, 3, 4, 5, 6, 9, 12, 13, 14	Chapter 10 case study (due Thursday, Nov. 14 at the beginning of class)
Tue., Nov. 12	Exam day	Open-book exam on chapters 8 thru 10		1, 2, 3, 4, 5, 6, 9, 10, 11, 12, 13	<ul style="list-style-type: none"> Upload your Chapter 10 case study files to SiteGround and submit the URL for credit (due Thursday, Nov. 14 at the beginning of class) Read Chapter 11 before

					Thursday's class.
Thu., Nov. 14	Chapter 11: How to work with images and icons	1: Basic skills for working with images 2: Advanced skills for working with images 3: Related skills for working with images	1A: Types of images for the Web 1B: How to include an image on a page 1C: How to resize an image 1D: How to align an image vertically 1E: How to float an image 2A: How to use the HTML5 figure and figcaption elements 2B: How to use the picture element 2C: How to do image rollovers 2D: How to create image maps 3A: When to use an image editor 3B: How to get images 3C: How to get and work with icons 3D: How to create favicons 3E: How to work with Scalable Vector Graphics	1, 2, 3, 4, 5, 6, 9, 10, 11, 12, 13	<ul style="list-style-type: none"> Chapter 11 case study (due Thursday, Nov. 21 at the beginning of class) Read Chapter 12 before Tuesday's class.
Tue., Nov. 19	Chapter 12: How to work with tables	1: Basic HTML skills for coding tables 2: Basic CSS skills for formatting tables 3: Other skills for working with tables	1A: An introduction to tables 1B: How to create a table 1C: How to add a header and footer 2A: How to use CSS properties to format a table 2B: How to use the CSS3 structural pseudo-classes for formatting tables 3A: How to use the HTML5 figure and figcaption elements with tables 3B: How to merge cells in a column or row 3C: How to provide for accessibility 3D: How to nest tables 3E: How to control wrapping 3F: How to make a table responsive	8	<ul style="list-style-type: none"> Chapter 12 case study (due Tuesday, Nov. 26 at the beginning of class) Upload your Chapter 11 case study files to SiteGround and submit the URL for credit (due Thursday, Nov. 21 at the beginning of class) Read Chapter 13 before Tuesday's class.
Thu., Nov. 21	Chapter 13: How to work with forms	1: How to use forms and controls	1A: How to create a form 1B: How to use buttons 1C: How to use text fields 1D: How to use radio buttons and check boxes 1E: How to use drop-down lists 1F: How to use list boxes 1G: How to use text areas 1H: How to use labels 1I: How to group controls with fieldset and legend elements 1J: How to use a file upload control	7	Upload your Chapter 12 case study files to SiteGround and submit the URL for credit (due Tuesday, Nov. 26 at the beginning of class)
Tue., Nov. 26	Chapter 13: How to work with forms	2: Other skills for working with forms	2A: How to align controls 2B: How to format	7	<ul style="list-style-type: none">

	(continued)	3: How to use the HTML5 features for data validation 4: How to use the HTML5 controls 5: A web page that uses HTML5 data validation	controls 2C: How to set the tab order and assign access keys 3A: The HTML5 attributes and CSS3 selectors for data validation 3B: How to use regular expressions for data validation 3C: How to use a datalist to present entry options 4A: How to use the email, url, and tel controls 4B: How to use the number and range controls 4C: How to use the date and time controls 4D: How to use the search control for a search function 4E: How to use the color control 4F: How to use the output element to display output data 4G: How to use the progress and meter elements to display output data 5A: The page layout 5B: The HTML 5C: The CSS		
Thu., Nov. 28	THANKSGIVING HOLIDAY—no class meeting on this date				
Tue., Dec. 3	TBA				
Thu., Dec. 5	TBA				
Tue., Dec. 10	LAB DAY	Lab time for working on final project	Lab time for working on final project		
Thu., Dec. 12	LAB DAY	Lab time for working on final project	Lab time for working on final project		FINAL PROJECTS ARE DUE TODAY AT THE END OF CLASS (07:15:00pm)

*Instructor reserves the right to change this calendar at any time.

Summary of Exam and Assignment Dates:

Due dates are subject to change! Always check Brightspace for the most recent due dates.

In-class Exam Dates:

Chapters 1-4	Thu., Sep. 19
Chapters 5-7	Tue., Oct. 22
Chapters 8-10	Tue., Nov. 12
Chapters 11-13	TBA

Case Study Due Dates:

Chapter 3	Tue., Sep. 17
Chapter 4	Tue., Sep. 24
Chapter 5	Thu., Oct. 3
Chapter 6	Tue., Oct. 15*
Chapter 7	Thu., Oct. 24*
Chapter 8	Tue., Nov. 5*
Chapter 9	Thu., Nov. 7*
Chapter 10	Thu., Nov. 14*
Chapter 11	Thu., Nov. 21*
Chapter 12	Tue., Nov. 26*
Chapter 13	Tue., Dec. 3*

* Indicates a case study assignment that must be uploaded to your student web account. No files will be accepted through Brightspace!

Students Course Is Expected to Serve:

This course fulfills 3 credit hours of requirement towards a Basic Certificate, Advanced Certificate, and A.A.S. Degree for students of the Web Development major. This course can be an elective course for students of CIS majors and a general elective for students of other majors and students interested in hands-on experience for computer Operating System Management and networks.

Required Texts, Materials, and Resources:

Text: *Murach's HTML5 and CSS3 (4th Edition)*
by Zak Ruvalcaba and Anne Boehm
20 chapters, 711 pages, 297 illustrations
Published March 2018
ISBN 978-1-943872-26-8
List price: \$59.50 ([Available on Akademos](#))

Materials:

Resources: Free student web hosting from SiteGround (<https://www.siteground.com/students/>)

Supplies: A Flash USB storage drive or cloud storage
A notebook and pen or pencil

Methods of Instruction:

D - Discussion/Lecture
L – Labs
O - Online activities

Methods of Assessment and Evaluation: (Formative and Summative)

Labs/case studies
Quizzes/exams
Final project

Homework Policies

According to U .S. Department of Education guidelines, students should be given a minimum of two hours of out-of-class student work per week per semester credit hour. Since this is a 3-credit-hour course, you should reasonably expect to spend about six hours per week studying outside of the classroom. Homework assignments are important for giving you hands-on practice writing the code. They also give me an opportunity to see if you understand the material or if you need additional help outside the classroom.

Most assignments will be submitted through our course Brightspace (<https://brightspace.ccc.edu>). Some assignments must be published to the Web using FTP. Please read all assignment directions carefully! Assignments and projects will only be accepted once for a grade. Read the instructions on the assignment and follow directions the first time.

Under no circumstances will I accept homework or projects late for credit. If you do not have your assignment turned in by the beginning of class on the date when it is due, you will receive a grade of zero for the assignment. This is reflective of what you will experience in the working world; when a client needs a Web site done on a particular date to coincide with a new product launch, a convention, an event, etc., and the Web site is not completed by that deadline, you would be fired!

However, I do understand that sometimes life gets in the way, and unforeseen events may prevent you from completing an assignment on time. For that reason, every student will be allowed one free pass on any 20-point assignment this term. This does not include exams, the final project proposal, or the final project. The first missed

assignment will not count against your grade. However, subsequent missing assignments will result in zero grades for the term. If you choose not to take a free pass on an assignment, then the seventh assignment will count as extra credit towards your final grade. *This is the only extra credit that will be offered this term.*

Open-Book Quizzes

Rather than having a high-stakes final exam, your understanding of the key concepts of this class will be measured through several open-book quizzes. You are free to retake your quizzes as many times as you like for a higher grade (up until the deadline). However, please be aware that quiz questions are chosen randomly from a test bank, so you may see different questions in each iteration of the quiz.

Grading Scale:

Percent of Final Grade:	Grade Distribution:
Case Studies – 50% (5% for each assignment) Open-Book Quizzes – 25% (four quizzes total) Final Project – 25%	90 % to 100 % = A 80 % to 89% = B 70 % to 79 % = C 60 % to 69 % = D Below 60% = F

Final Course Grade

Your final course grade is based on the formula described in this syllabus. If you think that your final grade has been miscalculated, you may contact me and I will review the calculations. However, you may not E-mail me and request that your grade be changed for other reasons (e.g. , requesting additional points, “rounding up,” asking for extra credit other than what is already outlined in the syllabus, requesting to redo an assignment, etc.), and it is highly unethical for you to do so. Specifically, it is unethical to expect me to provide only one student (you!) with any special treatment, and it is unethical and illegal for me to report (essentially falsify) an official record. Falsifying an academic record diminishes the value of a college certificate or degree.

Incomplete Grades

Incomplete grades are only awarded in the most extraordinary of circumstances (e.g., a sudden, unplanned hospitalization or a death in the immediate family). An incomplete grade is a special, temporary grade that may be assigned by an instructor when unforeseeable circumstances prevent a student from completing course requirements by the end of the term and when otherwise the student had a record of satisfactory progress in the course. Please refer to the Academic & Student Policy Manual: <http://www.ccc.edu/menu/Pages/Policies.aspx>

Attendance Policy

If you are absent or late for any reason, it is your responsibility to find out what you’ve missed. I will not contact you; you must take the initiative! Attendance will be taken twice, at both the beginning and the end of the class. Absences equal to 25% of the course (eight class meetings) may result in reduction of your term grade by one full letter grade. For example, a B would become a C. Missing more than 25% of the course (more than eight absences) will result in failure of the course. Attendance is tracked in Brightspace (<https://brightspace.ccc.edu>).

Late Policy

Tardiness is defined as not in the classroom when attendance is called or departing before the class has been formally dismissed by the instructor. Tardiness that exceeds thirty minutes will be counted as an absence. TWO

late arrivals or early departures, or a combination of both, are counted as one absence. If you arrive late for class, it is your responsibility to make sure that you have been marked tardy rather than absent.

Cell Phone Policy

Please turn all cell phones to vibrate or silent during class time. If you must take an emergency call, please step outside the classroom to take your call in the hallway, and then return to the classroom in a non-disruptive manner. Text messages, IMs, SnapChat, etc., are not allowed during class. Cell phones and other electronic devices must be turned off and stowed away during exams. Anyone found using a cell phone during an exam will receive an F on the exam.

Food in the Classroom

Food is not allowed during class. Please eat before you come to class! Beverages must be in covered containers only.

What are Office Hours?

Professors schedule time outside of class to meet with students. These are called office hours. Office hours are times when you can meet with your professors to discuss the material being presented in class or other related interests you have. Course-related discussions include asking for extra help, seeking clarification of material presented in class and following up on aspects of the class you find compelling. In addition, students also discuss majors and programs of study, and graduation requirements, as well as summer internships, graduate schools, campus events, and much more.

Most professors do not require that students attend office hours. They expect students to decide for themselves when they need or want to participate. Professors usually announce their office hours on the first day of class or on their print or web-based course material.

Most professors do not have lessons planned for office hours. They expect students to “drive” these meetings with their questions and their thought. A good way to prepare for office hours is to attempt your homework and review your notes from class and from readings and identify as clearly as you can what you do not understand.

Do not be surprised when the professor replies to your questions with questions of their own. They are working with you to uncover the source of your questions. Often they will ask students to show them their work and where they got stuck. They may ask you to explain what you were thinking as you moved from step to step. They may ask you to generate alternative ways to solve a problem. Hopefully they will help you change how you think about the material so that you can answer many different kinds of questions about it- not just the question on the homework that is stumping you. Don't be surprised if they ask you to solve another problem before you leave the office.

What Office Hours Are Not

Office hours are not related to activities in high school that *require* students to stay after school. They are not detention or negative consequences for poor decisions. They are not a place where the instructor will do your homework for you.

What are my responsibilities as a student going to office hours?

To make the very most of your time with your instructor during office hours, you should:

1. Study your textbook and lecture notes thoroughly and attempt the assigned problems before you go to office hours.
2. Try to identify specific questions or concepts you need to address during the office hours.

3. Expect instructors to ask you questions about the material. They do this to find out what you understand, and to provide you with information and strategies tailored to your individual needs.
4. Be patient! Several students come for office hours at the same time. If the instructor is especially busy, you may have to wait a little longer for individual assistance. Use this time to study the material.
5. Expect the instructor to suggest general study strategies to help you improve your overall academic performance. These strategies will help in all of your courses.
6. Avoid waiting until the day before the test or the day before an assignment is due to seek assistance. Study a few hours each day, and keep up with your assignments. It is EASIER to keep up than to catch up!
7. Use other resources such as formal study groups and informal homework-help groups.
8. Keep a positive attitude about the subject and about your potential to excel. Your attitude will go a long way in determining how well you do in your course!

—Adapted from Cornell University Learning Strategies Center, <http://lsc.cornell.edu/>

Definition/Statement of Active Pursuit of the Course:

District and College attendance policies are listed in the college catalog and the Student Policy Manual: <http://www.ccc.edu/menu/Pages/Policies.aspx>

Students who are not actively pursuing the course at midterm will be withdrawn from class and issued a grade of ADW (Administrative Withdrawal) by the instructor. Active pursuit should be measured by class participation, taking required examinations, quizzes, submission of papers, work assignments, class attendance, etc.

Please be advised that the college and the Business Department expect each student to demonstrate that he/she is actively pursuing the course's objectives. If, in the judgment of the instructor, the student fails to demonstrate this active pursuit of the course's objectives, the student will be ADW and withdrawn from the course at midterm. To avoid an automatic ADW at midterm, the Business Department requires that the student must have at least a "C" grade **OR** have participated/submitted at least 30% of the course's assignments (including exams and quizzes). The foregoing does not preclude the instructor from setting a higher standard for active pursuit of course objectives.

Please note: If a student is actively pursuing a course but is not achieving a passing grade, that is not grounds for an ADW.

“No Show” Policy: A student who is absent from the first two class sessions and has not contacted his/her instructor with intent to pursue the course will have his/her registration canceled by the college and will be issued a no-show withdrawal (NSW). For classes meeting only once a week, an NSW will be recorded if the student misses the first class session. **Effective Summer 2018, students will be charged a \$200 penalty if they are issued a No-Show Withdrawal (NSW) for one or more classes in the academic term.**

Academic Integrity: The City Colleges of Chicago is committed to the ideals of truth and honesty. In view of this, students are expected to adhere to high standards of honesty in their academic endeavor. Plagiarism and cheating of any kind are serious violations of these standards and will result, minimally, in the grade of “F” by the instructor. *See the Student Policy Manual for additional information.*

Student Conduct: City Colleges of Chicago students are expected to conduct themselves in a manner which is considerate of the rights of others and which will not impair the educational mission of the college. Specifically, all students assume an obligation to conform to Board Rules, the statement of Student Rights and Responsibilities, and the following policies.

“The Standards of Conduct applies and discipline may be imposed for conduct which occurs on College premises, at off campus recreational or instructional sites, at any College-sponsored event, or at any College supervised or provided activity, transportation or facility.”

Misconduct for which students are subject to college discipline, up to and including expulsion from the college, can be found on page 68-69 of the Student Policy Manual.

Disability Access Center: Any student with a disability, including a temporary disability, who is eligible for reasonable accommodations should contact the Disability Access Center located in Room L-135, (773) 481-8016, as soon as possible.

Support Services: Wright College is committed to your success! Below you will find a list of offices you may wish to contact during the semester for assistance:

• Academic Support Center (Tutoring)	Room A-245	773.481.8976
• Business Services	Room A-138	773.481.8450
• The Gateway Advising and Transfer Center	Room A-120	773.481.8200
• Computer Support Services	Room L-101	773.481.8750
• Disability Access Center	Room L- 135	773.481.8015
• Financial Aid	Room A -128	773.481.8100
• Records Office	Room A- 129	773.481.8060
• Veteran's Office	Room A -128	773.481.8100
• Wellness Center	Room S -106	773.481.8560
• Writing Center	Room S-102	773.481.8458
• Wright in Your Corner (Student Center)	Room S-100	773.481.8148
• Wright Emporium	Room S-102	773.481.8458

Mandated Reporting: All CCC employees have a duty to report any incidents of discrimination or harassment, including sexual harassment, sexual assault or stalking, to the EEO Office. Additionally, if CCC employees observe acts of harassment, it is recommended that they intervene to stop the harassment unless circumstances would make intervention dangerous. For more information about Title IX, please go to the following CCC webpage: "Title IX & You" at <http://www.ccc.edu/services/Pages/TitleX-And-You.aspx>.

Also, CCC's Equal Opportunity Policy and Complaint Procedures can be found at: http://www.ccc.edu/departments/Documents/Human%20Resources%20Documents/Equal%20Employment/EEO%20Complaint%20Proc2_V2.pdf.

Important Dates Specific to This Course (CIS 181 NP)

Start Date:	08/27/2019
Qualified Refund Date*:	09/02/2019
Midterm Date:	10/23/2019
Last Day to Withdraw:	11/16/2019
End Date:	12/12/2019

*For a qualified refund a student must drop the course (WTH) by the Qualified Refund Date. A qualified refund is based on the flat-rate tuition and course enrollment.