

CIS 281 AC Course Syllabus
Wilbur Wright College
One of the City Colleges of Chicago
[CIS] Computer Information Systems
Fall 2019 Semester

Course Prefix and Number: 032-0281

Course Title: Web Development III/Server Side Programming

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: Mondays & Wednesdays, 9:05am-10:50am
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, 72:50pm 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:

Continuation of the CIS 182. Part III presents dynamic web programming using server side programming techniques. Database integration into website is also introduced. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisites: Grade of C or better in CIS 182 or NET 101, or consent of Department Chair.

Course Objectives:

This course provides a solid foundation on the concepts of server-side programming, using a current server-side programming/scripting language. Student in this course will learn:

1. Compare various Scripting Languages for strength and weaknesses
2. Describe the layout and structure of a Scripting Language
3. Define File Management: Uploading Files, FTP, File Naming Conventions, Web Servers (File structure, configuration, scripting language support, fav icons)
4. Understand fundamentals of SQL to manipulate Relational Database
5. Understand advance HTML and CSS elements
6. Define Data Hierarchy and database structure
7. Differentiate among web authoring tools
8. Compare client and server side programming
9. Describe Installation and configuration of web server

Student Learning Outcomes:

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

1. Configure scripting language, web and database servers
2. Create a dynamic website using server-side scripting language
3. Understand file management and structure (Uploading, Configuration, Naming, Deleting)
4. Apply Create, Read, Update and Delete (CRUD) techniques to interact with database
5. Decide scripting language suitable for business solution
6. Implement dynamic content in web pages
7. Apply advance HTML and CSS styles for formatting and consistency across web pages
8. Incorporate standard data formats into web pages
9. Explain the functions of different types of protocols, FTP, IP, and HTTP
10. Deploy a functioning dynamic website

Fall 2019 Course Calendar*

Date	Topic (Required)	Content (Optional - provide details)	Lab Information (As Applicable)	Desired Outcome(s) (Optional – List SLO #s)	Assessment Method(s)/Homework
Mon., Aug. 26	Intro to Course	<ul style="list-style-type: none"> • Review syllabus • Discuss class policies and procedures 	<ul style="list-style-type: none"> • In-class JavaScript review activity • The Cloud9 online integrated development environment (IDE) 		Read Chapter 1 before Wednesday's class
Wed., Aug. 28	Introduction to Web Development with PHP	<ul style="list-style-type: none"> • How a client-server architecture works • How static web pages are processed • How dynamic web pages are processed • A survey of web application software • Editing a PHP page with a text editor • Deploying a PHP application • Running a PHP application • Testing and debugging a PHP page • Viewing the source code for a web page 	The Product Discount application: <ul style="list-style-type: none"> • The user interface • The HTML file • The CSS file • The PHP file 		Read Chapter 2 before next Wednesday's class
Mon., Sep. 2	LABOR DAY HOLIDAY – NO CLASS TODAY				
Wed., Sep. 4	How to Code a PHP Application: Basic PHP Skills	<ul style="list-style-type: none"> • How to embed PHP in HTML • How to code comments and statements • The six PHP data types • Declaring variables and constants 			
Mon., Sep. 9	How to Code a PHP Application: Getting Data from a Request	<ul style="list-style-type: none"> • Using the built-in \$_GET array • Using the built-in \$_POST array • When to use the HTTP GET and POST methods 			
Wed., Sep. 11	How to Code a PHP Application: Working with Data	<ul style="list-style-type: none"> • Coding string expressions • Coding echo statements • Coding numeric expressions • Using compound assignment operators • Using some built- 	The Product Discount application: <ul style="list-style-type: none"> • The user interface • The form in the HTML file The PHP file		Exercise 2-2: Enhance the Future Value Application (due Wednesday, Sep. 18 at the beginning of class)

		<ul style="list-style-type: none"> in functions Using the filter_input functions 			
Mon., Sep. 16	How to Code a PHP Application: Coding Control Statements & Using the PHP Documentation	<ul style="list-style-type: none"> Coding conditional expressions Coding if statements Coding while and for statements Passing control to another page Using the PHP documentation: accessing the PHP manual Finding the documentation you need 	<p>The Future Value application:</p> <ul style="list-style-type: none"> The user interface The code for the index.php file <p>The code for the display_results.php file</p>		<ul style="list-style-type: none"> Read Chapter 6 before Wednesday's class Complete & submit Exercise 2-2 before Wednesday's class
Wed., Sep. 18	How to Test and Debug a PHP Application	<ul style="list-style-type: none"> Typical test phases for a PHP application The three types of errors that can occur Common PHP errors An easy way to trace the execution of your PHP code 	<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> Take-home quiz on Chapters 1 & 2 (due Monday, Sep. 23 at the beginning of class) Read Chapter 7 before Monday's class
Mon., Sep. 23	How to Work with Form Data: Getting Data from a Form	<ul style="list-style-type: none"> Getting data from text boxes, password boxes, and hidden fields Getting data from a radio button Getting data from a checkbox Getting data from an array of textboxes Getting data from a drop-down list Getting data from a list box Getting data from a text area 			<ul style="list-style-type: none">
Wed., Sep. 25	How to Work with Form Data: Displaying Data on a Web Page	<ul style="list-style-type: none"> Formatting special characters Formatting line breaks Displaying data with echo and print statements 			<ul style="list-style-type: none"> Take-home quiz on Chapters 6 & 7 (due Monday, Sep. 30 at the beginning of class) Read Chapter 8 before Monday's class Exercise 7-1: Get Input and Display Output (due Wednesday, Oct. 2 at the beginning of class)
Mon., Sep. 30	How to Code Control Statements: Conditional Expressions	<ul style="list-style-type: none"> Using the equality and identity operators Using the relational operators Using the logical operators 			<ul style="list-style-type: none"> Complete & submit Exercise 7-1 before Wednesday's class
Wed., Oct. 2	How to Code Control	<ul style="list-style-type: none"> Coding if 			Exercise 8-1: Use If

	Statements: Selection Structures	<ul style="list-style-type: none"> statements with else clauses Coding if statements with else if clauses Using the conditional operator Coding switch statements Using a switch statement in the controller 			and Switch Statements (due Wednesday, Oct. 9 at the beginning of class)
Mon., Oct. 7	How to Code Control Statements: Iteration Structures	<ul style="list-style-type: none"> Coding while loops Coding do-while loops Coding for loops Using the break and continue statements 			<ul style="list-style-type: none"> Read Chapter 9 before Wednesday's class Complete & submit Exercise 8-1 before Wednesday's class
Wed., Oct. 9	How to Work with Strings and Numbers: Working with Strings	<ul style="list-style-type: none"> Creating strings Using escape sequences Working with string length and substrings Searching a string Replacing part of a string Modifying strings Converting strings to and from arrays Converting strings to and from ASCII values Comparing strings 			<ul style="list-style-type: none">
Mon., Oct. 14	How to Work with Strings and Numbers: Working with Numbers	<ul style="list-style-type: none"> Assigning integers Assigning floating point values Using the math functions <p>Generating random numbers</p>			
Wed., Oct. 16	How to Work with Strings and Numbers: Other Skills	<ul style="list-style-type: none"> Using the printf function to format strings and numbers <p>Converting strings to numbers</p>			<ul style="list-style-type: none"> Take-home quiz on Chapters 8 & 9 (due Monday, Oct. 21 at the beginning of class) Read Chapter 10 before Monday's class Exercise 9-1: Write Code that Works with Strings (due Wednesday, Oct. 23 at the beginning of class)
Mon., Oct. 21	How to Work with Dates: Using Timestamps to Work with Dates	<ul style="list-style-type: none"> Creating and formatting timestamps Working with timestamps Using the strtotime function 			<ul style="list-style-type: none"> Complete & submit Exercise 9-1 before Wednesday's class

		<ul style="list-style-type: none"> Examples of working with timestamps 			
Wed., Oct. 23 (midterm)	How to Work with Dates: Using Objects to Work with Dates	<ul style="list-style-type: none"> Using the DateTime class Using the DateInterval class Using the DateTime and DateInterval classes together <p>Examples of working with DateTime objects</p>			Read Chapter 11 before Monday's class
Mon., Oct. 28	How to Create and Use Arrays: Creating and Using an Array	<ul style="list-style-type: none"> Creating an array Adding and deleting elements Working with variable substitution <p>Using for loops to work with arrays</p>			
Wed., Oct. 30	How to Create and Use Arrays: Creating and Using an Associative Array	<ul style="list-style-type: none"> Creating an associative array Adding and deleting elements Working with variable substitution Using foreach loops to work with arrays 			
Mon., Nov. 4	How to Create and Use Arrays: Using Functions to Work with Arrays	<ul style="list-style-type: none"> Filling, merging, slicing, and splicing arrays Working with queues and stacks Getting the sum and product of elements Seering arrays Sorting arrays Modifying arrays 	<p>The Task List Manager application:</p> <ul style="list-style-type: none"> The user interface The code for the controller <p>The code for the view</p>		
Wed., Nov. 6	How to Create and Use Arrays: Working with an Array of Arrays	<ul style="list-style-type: none"> Understanding an array of arrays Creating and using an array of arrays 	<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> Take-home quiz on Chapters 10 & 11 (due Monday, Nov. 11 at the beginning of class) Read Chapter 12 before Monday's class <p>Exercise 11-1: Work with the Arrays of the Task Manager application (due Wednesday, Nov. 13 at the beginning of class)</p>
Mon., Nov. 11	How to Work With Cookies and Sessions: Working with Cookies	<ul style="list-style-type: none"> Introduction to cookies Setting and getting a cookie Enabling or disabling cookies 			<ul style="list-style-type: none"> Complete & submit Exercise 11-1 before Wednesday's class
Wed., Nov. 13	How to Work With Cookies and Sessions: Working with Sessions	<ul style="list-style-type: none"> Why session tracking is difficult with HTTP 	<p>The Shopping Cart application:</p> <ul style="list-style-type: none"> The user interface 		<ul style="list-style-type: none"> Read Chapter 13 before Monday's class Exercise 12-1:

		<ul style="list-style-type: none"> • How session tracking works in PHP • How to start a session • How to set and get session variables • Ending a session • Managing a session 	<ul style="list-style-type: none"> • The controller • The model • The Add Item view <p>The Cart View</p>		<p>Modify the Shopping Cart application (due Wednesday, Nov. 20 at the beginning of class)</p>
Mon., Nov. 18	How to Create and Use Functions: Basic Skills for Working with Functions	<ul style="list-style-type: none"> • Creating and calling a function • Passing arguments by value and by reference • How variable scope works • Providing default values for parameters • Using variable-length parameter lists 	<ul style="list-style-type: none"> • 		<ul style="list-style-type: none"> • Complete & submit Exercise 12-1 before Wednesday's class
Wed., Nov. 20	How to Create and Use Functions: Creating a Library of Functions and Advanced Skills for Working with Functions	<ul style="list-style-type: none"> • A library of functions • Setting the include path • How function scope works • Creating and using namespaces • Working with variable functions and callbacks • Working with anonymous functions • Working with closures 	<p>The Shopping Cart application:</p> <ul style="list-style-type: none"> • The user interface • The model • The controller • The view 		<ul style="list-style-type: none"> • Read Chapter 14 before Monday's class • Exercise 13-1: Modify the Shopping Cart application (due Monday, Dec. 2 at the beginning of class)
Mon., Nov. 25	How to Create and Use Objects: Creating and Using Classes	<ul style="list-style-type: none"> • Coding properties • Coding constructors and destructors • Coding methods • Creating and using objects 	<ul style="list-style-type: none"> • The code for the Category class • The code for the Product class 		<ul style="list-style-type: none"> •
Wed., Nov. 27	LAB DAY	<ul style="list-style-type: none"> • Students may work on Exercise 13-1 during class time tonight. 	<ul style="list-style-type: none"> • We will be using this lab time to complete the open-book test on Chapters 12 & 13 in class <p>If you are absent today for any reason, it is your responsibility to complete this quiz at home before the beginning of class on Monday, Dec. 2.</p>		<ul style="list-style-type: none"> • Take-home quiz on Chapters 12 & 13 (due Monday, Dec. 2 at the beginning of class) • Complete & submit Exercise 13-1 before Monday's class
Mon., Dec. 2	How to Create and Use Objects: Class Constraints, Properties, and Methods; Additional Skills for	<ul style="list-style-type: none"> • Coding class constants • Coding static properties and methods 	<p>The object-oriented Product Manager application:</p> <ul style="list-style-type: none"> • The user 		<ul style="list-style-type: none"> • FINAL PROJECT WILL BE INTRODUCED TODAY (due Wednesday, Dec.

	Working with Objects	<ul style="list-style-type: none"> Looping through an object's properties Cloning and comparing objects Inspecting an object 	<ul style="list-style-type: none"> interface The model The controller The view 		11 th at the end of class)
Wed., Dec. 4	How to Create and Use Objects: Working with Inheritance	<ul style="list-style-type: none"> Inheriting a class Using the protected access modifier Creating abstract classes and methods Creating final classes and methods Working with Interfaces 	<ul style="list-style-type: none"> 		Take-home quiz on Chapter 14 (due Monday, Dec. 9 at the beginning of class)
Mon., Dec. 9	LAB DAY	<ul style="list-style-type: none"> Lab time for working on final project 	Lab time for working on final project		
Wed., Dec. 11	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 (10:50:00am)

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

Quick Summary of Due Dates

The following due dates may be subject to change. However, if there is a change, the modified due date will always be later than the original syllabus due date. *I will never make something due earlier and give you less time to complete a quiz or assignment!*

With the exception of the final project, all quizzes and assignments are due at the beginning of class (09:05:00am).

Grade Item	Due Date	Points for This Item
Exercise 2-2	Wed., Sep. 18	20
Quiz on Chapters 1 & 2	Mon., Sep. 23	30
Quiz on Chapters 6 & 7	Mon., Sep. 30	30
Exercise 7-1	Wed., Oct. 2	20
Exercise 8-1	Wed., Oct. 9	20
Quiz on Chapters 8 & 9	Mon. Oct. 21	30
Exercise 9-1	Wed., Oct. 23	20
Quiz on Chapters 10 & 11	Mon., Nov. 11	30
Exercise 11-1	Wed., Nov. 13	20
Exercise 12-1	Wed., Nov. 20	20
Exercise 13-1	Mon., Dec. 2	20
Quiz on Chapters 12 & 13	Mon., Dec. 2	30
Quiz on Chapter 14	Mon., Dec. 9	10
Final Project	Wed., Dec. 11	120

Students Course Is Expected to Serve:

- Computer Information Systems Majors
- Transfer students to four year colleges
- Students seeking knowledge of introductory Internet concepts and techniques

Required Texts, Materials, and Resources:

Text: *Murach's PHP and MySQL* (3rd Edition)
by Joel Murach and Ray Harris
24 chapters, 866 pages, 377 illustrations
Published October 2017
ISBN 978-1-943872-38-1
List price: \$57.50 ([Available on Akademos](#))

Materials:

Resources: Cloud9 IDE (available as part of Amazon Web Services/login info to be provided by your instructor)

Supplies: A Flash USB drive or cloud storage for your files

Methods of Instruction:

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

Methods of Assessment and Evaluation: (Formative and Summative)

Homework assignments
Take-home quizzes
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>). 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 the take-home quizzes. 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.*

Take-Home Quizzes

Rather than having a high-stakes final exam, your understanding of the key concepts of this class will be measured through several take-home 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:
Assignments – 30% (5% for each assignment) Take-Home Quizzes – 40% Final Project – 30%	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. If you enroll in the class late, any missed classes prior to your date of enrollment are counted as unexcused absences. 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/>

My Gammy's Chocolate Chip Cookie Ingredients

- 2 1/4 cups all-purpose flour
- 1 teaspoon baking soda
- 1 teaspoon salt
- 1 cup CRISCO® all-vegetable shortening
- 3/4 cup granulated sugar
- 3/4 cup packed brown sugar
- 1 teaspoon vanilla extract
- 2 large eggs
- 2 cups (12-oz. pkg.) NESTLÉ® TOLL HOUSE® Semi-Sweet Chocolate Morsels

Step 1

PREHEAT oven to 375° F.

Step 2

COMBINE flour, baking soda and salt in small bowl. Beat butter, granulated sugar, brown sugar and vanilla extract in large mixer bowl until creamy. Add eggs, one at a time, beating well after each addition. Gradually beat in flour mixture. Stir in morsels and nuts. Drop by rounded tablespoon onto ungreased baking sheets.

Step 3

BAKE for 9 to 11 minutes or until golden brown. Cool on baking sheets for 2 minutes; remove to wire racks to cool completely.

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15. Use other resources such as formal study groups and informal homework-help groups.
16. 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/TitleIX-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 281 AC)

Start Date:	08/26/2019
Qualified Refund Date*:	09/01/2019
Midterm Date:	10/23/2019
Last Day to Withdraw:	11/16/2019
End Date:	12/11/2019

*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.