# Business and Technical Studies, Course Syllabus, 2018

Contents

[Business and Technical Studies, Course Syllabus, 2018-18 1](#_Toc494798729)

[Course Name 3](#_Toc494798730)

[Course Number 3](#_Toc494798731)

[Semester/ Year 3](#_Toc494798732)

[Course CRN 3](#_Toc494798733)

[Course Pre-requisites 3](#_Toc494798734)

[Course Information 3](#_Toc494798735)

[Course Format 3](#_Toc494798736)

[Course Credit Hours 3](#_Toc494798737)

[Course Contact Hours 3](#_Toc494798738)

[Online Contact Hours 3](#_Toc494798739)

[Face-to-Face Hours 3](#_Toc494798740)

[Class Meeting Day 3](#_Toc494798741)

[Class Meeting Time 3](#_Toc494798742)

[Campus/ Classroom 3](#_Toc494798743)

[Proctored Event Date 3](#_Toc494798744)

[Proctored Event Time 3](#_Toc494798745)

[Proctored Event Location 3](#_Toc494798746)

[Proctored Event Policy 3](#_Toc494798747)

[Instructor Information 3](#_Toc494798748)

[Name 3](#_Toc494798749)

[Office Location 3](#_Toc494798750)

[Phone Number 3](#_Toc494798751)

[Email Address 3](#_Toc494798752)

[Office Hours 3](#_Toc494798753)

[Course Materials 3](#_Toc494798754)

[Required Textbook 3](#_Toc494798755)

[Supplies/ Materials 3](#_Toc494798756)

[Course Description 3](#_Toc494798757)

[Competency Areas and Expected Student Outcomes 4](#_Toc494798758)

[Grading Scale 4](#_Toc494798759)

[Grade 4](#_Toc494798760)

[Numerical Score 4](#_Toc494798761)

[Rating 4](#_Toc494798762)

[Quality Points 4](#_Toc494798763)

[Grading Criteria 4](#_Toc494798764)

[Classroom Policies and Procedures 4](#_Toc494798765)

[College Policies 4](#_Toc494798766)

[Instructor Policies 4](#_Toc494798767)

[Class Schedule/ Assignments/ Due Dates 4](#_Toc494798768)

[Catalog Information 5](#_Toc494798769)

[Attendance Policy 5](#_Toc494798770)

[Work Ethics 5](#_Toc494798771)

[No Show 5](#_Toc494798772)

[Withdrawal Policy and Procedure 5](#_Toc494798773)

[Student Email Account/ Methods of Communicating 6](#_Toc494798774)

[Academic Misconduct 6](#_Toc494798775)

[Library/ Information Resources 7](#_Toc494798776)

[Open computer Labs 8](#_Toc494798777)

[Student Printing Policy 8](#_Toc494798778)

[Academic Success Centers 8](#_Toc494798779)

[Blackboard Information 8](#_Toc494798780)

[Technical College Guarantee (Warranty Statement) 9](#_Toc494798781)

[Veterans Support 9](#_Toc494798782)

[Accreditation 9](#_Toc494798783)

[Equity Statements 9](#_Toc494798784)

| Course Name | Java Programming II |
| --- | --- |
| Course Number | CIST 2372 |
| Semester/ Year | Summer 2018 |
| Course CRN | 60273 |
| Course Pre-requisites | CIST 2371 – Java Programming I |

## Course Information

| Course Format | Hybrid |
| --- | --- |
| Course Credit Hours | 4 |
| Course Contact Hours | 7 hours/ week total |
| Online Contact Hours | 3.5 hours/ week |
| Face-to-Face Hours | 3.5 hours/ week |
| Class Meeting Day | Mon & Wed 1:00pm-4:25pm |
| Class Meeting Time | Mon & Wed 1:00pm-4:25pm |
| Campus/ Classroom | Marietta Campus, F1150 |
| Proctored Event Date | N/A |
| Proctored Event Time | N/A |
| Proctored Event Location | N/A |

Proctored Event Policy: All online courses at CTC **require** students to attend at least one proctored event on a physical campus. **Failure to attend the proctored event may result in failure of the course**. Students who cannot attend scheduled proctored events are responsible for making alternative arrangements with the instructor, and those must be approved by CTC before the proctored event is scheduled. CTC instructors may also use additional technologies to verify the identity and/or work of online students.

## Instructor Information

| Name | Ronald Enz |
| --- | --- |
| Office Location | Marietta Campus, Room F1135 |
| Phone Number | 770-528-4445 |
| Email Address | [renz@chattahoocheetech.edu](mailto:renz@chattahoocheetech.edu) |
| Office Hours | TBA |

## Course Materials

| Required Textbook | Liang, Y Daniel. Introduction to Java Programming-Comprehensive Version. 10th Edition, Prentice Hall, 10th Edition = ISBN 0-13-3761312 |
| --- | --- |
| Supplies/ Materials | Computer - Since this is a hybrid course, you will need a reasonably fast computer (Pentium IV or Dual Core) running Windows 8 or Windows 10 and a high speed Internet connection. |

## Course Description

This course is an intermediate course in Java Programming. It is assumed that the student knows the Java syntax as well as basic objects oriented concepts. The student will use classes and objects provided by the core Java API. They will use these classes to accomplish tasks such as Database access, File access, exception handling, running threads, using sockets to talk across a network, and remotely calling methods using RMI techniques.

## Competency Areas and Expected Student Outcomes

**Competency Areas**

|  |
| --- |
| * Data Structures |
| * Error Handling |
| * File and Database Access |
| * Multi-Threading |
| * Network Communications (Sockets) |
| * Remote Method Invocation (RMI) and Serialization |

|  |
| --- |
| **Student Outcomes:**  The student will be able to do the following, including but not limited to: |
| 1. Create Java programs that use various data structures e.g. Lists, Stacks and Queues |
| 1. Create a Java program that properly uses Exception Handling |
| 1. Create a multi-threaded Java Program |
| 1. Develop Java programs that access date from Files and Databases (e.g. MySQL) |
| 1. Create Java programs that use advanced Java FX components |
| 1. Create Java programs that communicate via Sockets across a network |
| 1. Describe Java programs that use Remote Method Invocation (RMI) |

## Grading Scale

Grades are issued at the end of each semester. All grades earned will be reflected on, and remain on, the official academic transcript.

The following grade scale is used:

| Grade | Numerical Score | Rating | Quality Points |
| --- | --- | --- | --- |
| A | 90-100 | Excellent | 4.0 |
| B | 80-89 | Good | 3.0 |
| C | 70-79 | Satisfactory | 2.0 |
| D | 60-69 | Poor | 1.0 |
| F | 0-59 | Failing | 0.0 |

### Grading Criteria

***Assignment Percentage Points***

TEST #1 20.0% 200

Test #2 12.5% 125

Lab Assignments(11x35pts) 45.0% 450

Mini-Project 10.0% 100

Quizzes(2 x 30 points each) 6.0% 60

Class Participation/Attendance/Labs 6.5% 65

***TOTAL*** 100.0% 1000 points

## Classroom Policies and Procedures

### College Policies

1. Food and drinks are not permitted in classroom and lab areas.
2. Cell phones and electronic devices should be silenced/ out of view during class time, and during all exams.

### Instructor Policies

**Lab Work Grading Policy:**

Typically, each lab assignment is due one week after it is assigned. If you cannot finish a lab assignment within one week, you are expected to finish the assignment anyway. The instructor will allow each student to turn in one lab late and still receive full credit. Any more than one late lab will be given ½ credit(50% credit) for those late labs.

## Class Schedule/ Assignments/ Due Dates

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | **Class Dates** | **Activities** | **Assigns/Tests Due Dates** | | --- | --- | --- | | **Week #1**  Mon Jun 4, 2018 | Course Overview/Simple FX GUIs |  | | **Week #1**  Wed Jun 6, 2018 | More FX GUIs | Reading Assignment (Chapter 16 & 17)  **Complete Lab #1(40 Pts - See Blackboard)**  (Due by class time Jun 11, 2018) | | **Week #2**  Mon Jun 11, 2018 | Error Handling | Reading Assignment (Chapter 14)  **Complete Lab #2a(40 Pts-See Blackboard)**  (Due by class time Jun 18, 2018) | | **Week #2**  Wed Jun 13, 2018 | More Error handling | Reading Assignment (Chapter 14)  **Complete Lab #2b(40 Pts-See Blackboard)**  (Due by class time Jun 18, 2018) | | **Week #3**  Mon Jun 18, 2018 | Simple Files | Reading Assignment (Chapter 14 & 19)  **Complete Lab #3a(40 Pts-See Blackboard)**  (Due by class time Jun 25, 2018) | | **Week #3**  Wed Jun 20, 2018 | More Files | Reading Assignment (Chapter 14 & 19)  **Complete Lab #3b(40 Pts-See Blackboard)**  (Due by class time Jun 25, 2018) | | **Week #4**  Mon Jun 25, 2018 | Working with Threads | Reading Assignment (Chapter 32)  **Complete Lab #4(30 Pts - See Blackboard)**  (Due by class time Jul 2, 2018) | | **Week #4**  Wed Jun 27, 2018 | Review for Test #1 |  | | **Week #5**  Mon Jul 2, 2018 | **Take Test #1 - in Class** |  | | **Week #5**  Wed Jul 4, 2018 | Holiday – NO CLASS |  | | **Week #6**  Mon Jul 9, 2018 | Simple Database | Reading Assignment (Chapter 34)  **Complete Lab #5a(40 Pts See Blackboard)**  (Due by class time Jul 16, 2018) | | **Week #6**  Wed Jul 11, 2018 | More Database – Business Objects | Reading Assignment (Chapter 34)  **Complete Lab #5b(40 Pts See Blackboard)**  (Due by class time Jul 16, 2018) | | **Week #7**  Mon Jul 16, 2018 | GUIs and Database  Mini-Project Discussed | Reading Assignment (Handouts)  **Complete Lab #6(40 Pts - See Blackboard)**  (Due by class time Jul 23, 2018)  **(Mini-Project POSTED)** | | **Week #7**  Wed Jul 18, 2018 | Sockets | Reading Assignment (Handouts)  **Complete Lab #7(40 Pts - See Blackboard)**  (Due by class time Jul 23, 2018) | | **Week #8**  Mon Jul 23, 2018 | Data Structures | Reading Assignment (Handouts)  **Complete Lab #8(40 Pts - See Blackboard)**  (Due by class time Jul 30, 2018) | | **Week #8**  Wed Jul 25, 2018 | Review for Test #2 – Work on Mini-Project |  | | **Week #9**  Mon Jul 30, 2018 | **Test #2 – In Class**  **(Mini-Project Due)** |  | |

## Catalog Information

Please review the current [CTC Catalog](http://www.chattahoocheetech.edu/college-catalog/).

### Attendance Policy

It is the student’s responsibility to attend class – both in class and online – on a good-faith basis that demonstrates the student’s desire to be a genuine partner in the educational process. Instructors will keep an accurate record of attendance. Students anticipating an absence or tardiness should contact the instructor in advance, or provide notification as soon as possible. Instructors may establish attendance and make-up policies which are provided to the student in the course syllabus. It is the responsibility of the student to know the policy and adhere to it. Final grades may be affected by excessive absence and tardiness. It is at the instructor’s discretion whether final grades are affected by excessive absence and tardiness. Instructors may establish a participation grade based on a student’s attendance.

### Work Ethics

Chattahoochee Technical College instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits are defined as essential for student success: Appearance, Attendance, Attitude, Character, Communication, Cooperation, Organizational Skills, Productivity, Respect, and Teamwork. The definitions for these traits have been integrated into the program standards of each program curriculum thereby allowing each program to make work ethics a relevant and meaningful part of the program curriculum. The traits are assessed before the student graduates from the program.

### No Show

A “no show” is a student whose name appears on the class roster but who fails to have his or her attendance verified the first week of class.

In all courses, regardless of the method of delivery (face-to-face, hybrid, or online), faculty will conduct a graded activity the first week of class in order to verify student attendance.  This graded activity will document the student’s intent to take the course.  Any student not completing the graded activity will be reported as a “no-show” regardless of his or her attendance in the classroom.  Any student reported as a “no show” by an instructor will be administratively withdrawn from the course and will show no enrollment history.

### Withdrawal Policy and Procedure

Through the end of the ninth week of Fall and Spring semesters and the fifth week of Summer semester, students may withdraw from any or all courses from their schedule. Students are responsible for withdrawing themselves from any or all of the classes through BannerWeb. During this period no refunds are issued.  No withdrawals will be processed after the ‘W’ period ends. Students who do not withdraw from classes will be assigned grades earned.

***The deadline for withdrawal each semester is published on the CTC Website under the College Calendar.***

### Student Email Account/ Methods of Communicating

Upon being admitted to the College, Chattahoochee Tech will create a unique email account for each student. Once created, email will be the primary and official means of communication between the college and the student. Students should not use personal email addresses for correspondence with the College.

This policy applies to students who are enrolled or eligible to register. It does not apply to Continuing Education or GED students who do not receive CTC email addresses.

In emergencies or for other limited circumstances, the College may use a student’s personal email address for correspondence.

More information about [Student email and OneDrive](http://www.chattahoocheetech.edu/student-email-and-onedrive/) is available on the college website.

### Academic Misconduct

Chattahoochee Technical College promotes and expects all members of the college community to conduct themselves professionally and with honesty and integrity. The college considers academic integrity an integral part of the learning environment. Any infraction of this policy is detrimental to the student's education and the integrity of the college. Cases of academic misconduct that are strictly forbidden include:

* Plagiarizing any assignment or part of an assignment. Plagiarizing means to use someone else’s ideas or words as one’s own, without giving appropriate credit using quotation marks, if necessary, and citing the source(s).
* Copying and submitting another’s work as one’s own.
* Using unauthorized notes or equipment (programmable calculator, PDA, cell phone, etc.) during an examination.
* Stealing an examination or using a stolen examination for any purpose.
* Allowing another student to have access to your work, thereby enabling that student to represent the work as his/her own.
* Having someone else take a quiz or exam in one’s place, taking an exam for someone else, assisting someone in any way during a quiz or exam, or using any unauthorized electronic device or other unauthorized method of support during a quiz or exam.
* Falsifying or fabricating information such as data for a lab report.
* Falsifying a patient’s medical record, a student’s clinical record, or any other student record, including a record of attendance.
* Using or copying another person’s electronic file or copying any electronic information or computer program.
* Other forms of cheating or misconduct are forbidden, even if not listed here specifically.

Instructors may use any one or more of the following disciplinary measures for addressing instances of academic misconduct:

1. Award a grade of zero for the assignment;
2. Assign a failing grade for the course;
3. Recommend the suspension or dismissal of the student from the course, program, or college. Recommendation must be forwarded to initiate a Student Code of Conduct procedure.

These actions also violate the college's Student Code of Conduct and will be subject to the Student Judicial Review Process.

### Library/ Information Resources

Libraries are located on all campuses. Library hours and locations are posted on the Library’s Web page under [Library contacts and hours](http://www.chattahoocheetech.edu/library-contacts-and-hours/).

The library is a member Lyrasis which provides access to materials in libraries throughout Georgia, the east, and the southeast for inter-library loans.

The library participates in GALILEO, an initiative of the Board of Regents of the University System of Georgia. GALILEO is an online library portal to authoritative, subscription-only information that isn’t available through free search engines or web directories.

The library also maintains cooperative agreements with Technical College System of Georgia Libraries, Georgia Highlands College Library, Kennesaw State University Libraries, and Reinhardt University Library. These agreements allow Chattahoochee Technical College faculty and students to borrow materials from these campus libraries upon presentation of a current Chattahoochee Technical College photo ID.

### Open computer Labs

Computers for general use by students are provided on all campuses either in a separate lab or in conjunction with the Library or Success Centers. Students will need a current, validated student ID card to use the labs. Student printing is monitored at Chattahoochee Technical College, and prints will be limited each term. For more information, visit the Student Printing page of the catalog.

### Student Printing Policy

Chattahoochee Technology College provides printing resources in support of research and education with the use of computers and other instructional devices. To become more environmentally friendly, CTC imposes printing limits on materials printed by students. Each enrolled credit student will have a set number of free prints, with the ability to purchase additional prints when the initial allocation is exhausted.

### Academic Success Centers

Academic Success Centers are available at all campuses for Chattahoochee Technical College students except the Austell Campus. Tutoring is available in English, math, anatomy and physiology, chemistry, and reading. Tutoring in other subjects may be arranged depending upon availability of tutors. Tutoring is free to CTC students. The College also provides an online tutoring service where CTC students may access tutorials and many other resources to help them with their learning. Information about specific campuses’ contacts and hours can be found on the [Academic Success Centers](http://www.chattahoocheetech.edu/academic-success-centers/) web page.

### Blackboard Information

**Step 1** – One way to access [Blackboard](https://chattahoocheetech.blackboard.com/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_86_1) is to go directly to its URL.

**You can also access Blackboard through the student portal at** [My CTC - Link to Blackboard](http://myctc.chattahoocheetech.edu/)

**Step 2:** Click "Online Resources" tab at the top of the page.

**Step 3:** Click "Getting Started with Blackboard" in the blue navigation ribbon at the top of your screen to learn how to log in, reset your password, and enroll yourself into the Blackboard Student Orientation course.

**Step 4:** Set up and become familiar with your CTC student email account. You must have access to this email account in order to reset your Blackboard password and receive email from your instructors inside and outside Blackboard. Click "CTC Student Email" in the blue navigation ribbon at the top of your screen.

**Step 5:**return to the "Landing Page" at the top of your screen, log into Blackboard, and enroll yourself into the Student Orientation course.

### Technical College Guarantee (Warranty Statement)

The Technical College System of Georgia warrants every graduate of the technical college programs offering a certificate of credit, diploma, or associate's degree as follows:

The warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard or Program Guide. Any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or the graduate.

### Veterans Support

At Chattahoochee Technical College, we are proud to serve those who have served our country in the United States military. Our goal is to support both veterans and the veteran family members you as you begin, continue and complete your academic goals with us. We also want to assist in your transition or return to civilian life after your military service has ended.

Veteran Services is available to military service veterans (active, guard, reserve, and retired) and veterans’ family members.

Veteran Services information is available on the [Veteran Services webpage](http://www.chattahoocheetech.edu/veteran-services/)

### Accreditation

Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Inquiries related to the college’s accreditation by the Commission may be directed to SACSCOC, 1866 Southern Lane, Decatur, Georgia 30033-4097 or telephone 404-679-4500. Questions related to admissions and the policies, programs, and practices of Chattahoochee Technical College should be directed to the College.

### Equity Statements

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

Chattahoochee Technical College is committed to providing accessible education to all students. We are working toward making our electronic and information technologies accessible to individuals with disabilities by meeting or exceeding the requirements of Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended in 1998. Section 508 is a federal law that requires agencies to provide individuals with disabilities equal access to electronic information and data comparable to those who do not have disabilities, unless an undue burden would be imposed on the agency. More information on Section 508 and the technical standards can be found at [www.section508.gov](http://www.section508.gov/)

The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

* Title IX Coordinator: Brannon Jones, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or [Brannon.Jones@ChattahoocheeTech.edu](mailto:Brannon.Jones@ChattahoocheeTech.edu)
* Section 504/ADA Coordinator: Mary Frances Bernard, 980 South Cobb Drive, Building G 1106, Marietta, GA 30060, 770-528-4529, or [MaryFrances.Bernard@ChattahoocheeTech.edu](mailto:MaryFrances.Bernard@ChattahoocheeTech.edu)