



Introduction to Computer Science (Java)

CSC-110AB

FALL 2020 Section 15039 4.00 Credits 08/24/2020 to 12/18/2020 Modified 08/21/2020

This syllabus is for sections: 15039, 36763, and 14988

Course Delivery: This course is delivered in an online format. Course schedules, documents, assignments, quizzes, and discussion boards are all found inside the Canvas Learning Management System (LMS). Students may be required to take exams in the CGCC Pecos Testing Center or an alternate proctored location.

Multiple sections of this course may have been combined on Canvas. Students may be interacting online with students from another section. If you have questions, please contact your instructor.



Refund Date: August 31, 2020

Deadline for Students to Withdraw with Guaranteed Grade of W: October 11, 2020

Meeting Times

This course is online and does not have specific meeting times.

Course Time Considerations:

CSC110AB can be time-consuming and fast paced. Expect to devote at least 135 total clock hours for reading, coding, research, and completing assignments. If you are not prepared to dedicate this amount of time to this course, you should reconsider your enrollment.

It is very difficult to be successful in this class if you do not devote adequate time to read and study each zyBooks chapter, work through and complete the zyBooks activities, and complete programming assignments. If you get behind, you will need to be able to spend the time to catch up, as each topic in this class builds on the previous. Some students find they can lower their frustration, reduce their time commitment and improve their understanding in this course by attending the instructor's office/lab hours on a regular basis, forming a study group with other students, and seeking assistance from CGCC programming tutors/lab assistants.

Course Alternative: CIS150AB

For students with no prior programming exposure, I recommend enrolling in CIS150AB Object-Oriented Programming Fundamentals prior to taking CSC110AB. CIS150AB will provide a foundation for you to be successful in CSC110AB. CIS150AB is a late start class, so you have a couple weeks to decide if this would be a good fit for you. Please consult with your instructor and check the schedule.

Contact Information

Instructor: Patricia Baker

Email: patricia.baker@cgcc.edu

Phone: 480 732-7392

Instructor Office: Estrella Hall Room 227

Instructor Office/Lab Hours: (Subject to change)

[Baker Lab/Office Hours](#) : Mon – Thurs 11:40A – 12:30P.

Business/Computing Studies Division Telephone Number: 480 732-7043

Communication Policy:

Please use the Inbox within Canvas to contact me. If Canvas is down or you need an alternative email, you can use my CGCC email address. Be sure to label all messages as Course Prefix/Number, followed by a brief subject description.

I will respond within 24 hours Monday through Friday. If I am working on the weekends and holidays, I will respond within 48 hours.

For questions that may be of general interest to the class, please use the general course discussion board in Canvas. For specific questions about the class or to discuss matters that are personal in any way, please send me a message in Canvas.

Do not hesitate to contact me whenever you have concerns about your progress, or if you need help. This not only helps you get the assistance you need, but also provides valuable feedback as to how the course can be improved.

Course Description

MCCCD Official Course Description

Concepts of problem-solving, structured and object-oriented programming in Java, fundamental algorithms and techniques and computer system concepts. Social and ethical responsibilities. Intended for Computer Science and Computer Systems Engineering Majors.

Requisites

MCCCD Official Course Requisites

Prerequisites: A grade of C or better in MAT120 or MAT121 or MAT122.

General Education Designation: Computer/Statistics/Quantitative Applications [CS]

Course Competencies

MCCCD Official Course Competencies

1. Describe computer hardware and an operating system.
2. Use an interpreter and associated utility programs to create and run programs in Java.
3. Develop and implement algorithms using top-down design with stepwise refinement.
4. Develop and implement well-structured programs.
5. Develop and implement Java programs using control structures, functions, various data types, arrays, and structures.
6. Explain Java classes and their use.
7. Develop and implement Java programs using exception handling
8. Present arguments for and against an ethical issue related to computing.

Program & General Education Outcomes

Course Attributes:

General Education Designation: Computer/Statistics/Quantitative Applications - [CS]

CSC110AA/AB Transferability:

Current information at [Arizona Transfer](#).

ASU: CSE 110, ACO 101, CST 100, Computer/Stats (CS).

UA: CSC 110.

NAU: CS 126, NAU Personalized Learning: CIT 127

Materials



There is no traditional textbook for this class, but there is a required interactive software package from zyBooks. As you read through each chapter in your zyBook, you will complete activities and zyLabs that reinforce and help you learn the material. You will be able to write, compile and execute code directly inside your zyBook. Students must complete the zyBooks portion of the course to pass the class.

The cost is \$77.

Instructions for accessing zyBooks:

1. Sign in or create an account at learn.zybooks.com
2. Enter zyBook code: MARICOPACSC110BakerFall2020
3. Click Subscribe

Third-Party Learning Tools:

In this course, we will use [zyBooks \(https://www.zybooks.com/\)](https://www.zybooks.com/) a web-based 3rd party tool(s) to complete or participate in assignments, activities and/or access course materials. Students may be required to establish a username or password, submit work and/or download information from these tools. There is, therefore, some risk that individuals electing to use the products and services made available by these tools may place any student information shared with the tool vendor at risk of disclosure.

[Terms of Usage \(https://www.zybooks.com/terms-of-use/\)](https://www.zybooks.com/terms-of-use/)

[Accessibility Statements \(https://www.zybooks.com/accessibility/\)](https://www.zybooks.com/accessibility/)

Software

Integrated Development Environments

There are many Integrated Development Environments (IDEs) for developing Java code such as Eclipse, Netbeans, IntelliJ, MS Visual Studio Code, jGrasp, and more. If you have prior experience with one of these IDEs, please feel free to use them. In this course, your instructor will be using Eclipse. Download instructions can be found in our Canvas course.

Using LockDown Browser for Online Exams

This course requires the use of LockDown Browser for online exams, tests or quizzes in Canvas. Watch this short video [Introduction to Respondus LockDown Browser for Students \(https://youtu.be/XuX8WoeAycs?t=28\)](https://youtu.be/XuX8WoeAycs?t=28) to get a basic understanding of LockDown Browser. Make sure to plan ahead. Do not wait until the last minute to download the necessary software.

Download and install LockDown Browser from this link: <http://www.respondus.com/lockdown/download.php?id=723113063>
(<http://www.respondus.com/lockdown/download.php?id=723113063>)

Note: Don't download a copy of LockDown Browser from elsewhere on the Internet; those versions won't work at our institution. To take an online test, start LockDown Browser and navigate to the exam in Canvas. (You won't be able to access the exam with a standard web browser.) For additional details on using LockDown Browser, review the [Student Quick Start Guide \(PDF\)](https://www.respondus.com/downloads/RLDB-QuickStartGuide-Instructure-Student.pdf) (<https://www.respondus.com/downloads/RLDB-QuickStartGuide-Instructure-Student.pdf>)

Technology Requirements

Required Computer Skills:

1. Be able to access and navigate the internet.
2. Be able to use email, including attaching and downloading files. Be able to save and retrieve files on your computer.
3. Be able to use a computer, a keyboard, and a mouse or touchpad.
4. Be able to run and operate a variety of software programs, including a word processor. Be able to organize, copy, paste, name and rename files.
5. Be able to browse, upload and attach files.
6. Be able to cut and paste information from one document/program to another.

Required Technologies:

To participate in virtual classes, view the course site and resources, and edit and compile your Java programs, you will need the following:

1. Access to a computer using Microsoft Windows with reliable, high speed Internet connectivity
2. Access to a web camera and microphone to participate in virtual class meetings.
3. Computer resources available to load and run the Java JDK (Java Development Kit) and Eclipse development environment or similar IDE. Software download and installation instructions are located on the course site.
4. A printer is desirable if you want to print out assignment instructions.
5. MS Word or another word processing program that can save and export.
6. Web browsers: The newest version of [Chrome \(https://www.google.com/intl/en/chrome/browser/\)](https://www.google.com/intl/en/chrome/browser/), [Firefox \(http://www.mozilla.org/en-US/firefox/new/\)](http://www.mozilla.org/en-US/firefox/new/), or Safari. [Internet Explorer](#) is not recommended (especially anything below IE 8).
7. Plug-ins: [Adobe Flash \(http://get.adobe.com/flashplayer/\)](http://get.adobe.com/flashplayer/), [Adobe Acrobat Reader \(http://get.adobe.com/reader/\)](http://get.adobe.com/reader/), and [Java \(http://www.java.com/en/\)](http://www.java.com/en/).

Computer Lab:

There is a [Computer Lab](#) on campus that you can use to complete your assignments for this class. It is located in Bradshaw Hall Room 123. Students in this course must use the machines in Zone 1 and 2, located on the east side of the room. The computers in Zone 1 and 2 have the software (Eclipse and Java SDK) for this course installed. The lab assistants can help you locate these machines and some lab assistants may be able to answer programming questions.

Major Assignments & Activities

This course is organized by Modules with due dates each week. Each module is designed to be completed in one week. Weekly course work includes reading, watching related videos, completing zyBooks activities and zyLabs, completing programming assignments, and participating in discussions.

Announcements and Canvas Messages: Be sure to check announcements and messages frequently throughout the week for time-sensitive information, reminders, and changes.

zyBooks Participation Activities, Challenge Activities, and zyLabs:

A significant portion of points earned in this class are zyBooks Participation Activities and Challenge Activities. As you work through each chapter in your zyBook, you will encounter various Activities for you to complete. These reinforce concepts and are important to understanding key concepts. Every student can get 100% for Participation Activities just by participating by the due date. Challenge Activities are more challenging (thus the name), and require students to answer correctly. Student scores for Challenge Activities will be based on their percent achieved.

There are several zyLabs associated with each chapter. These are auto-graded assignments created by your zyBooks to help reinforce concepts and to provide more practice. They are completed inside your zyBooks.

To provide some flexibility for when "life happens":

- Your lowest score for zyBooks Participation Activities will be dropped.
- Your lowest score for zyBooks Challenge Activities will be dropped.
- Your lowest score for zyBooks zyLabs will be dropped.

Programming Assignments:

Programming assignments are completed outside of zyBooks. Programming assignments are submitted electronically in Canvas and are due on the time and date posted. Due dates will not be extended. Late programming assignments may have points deducted or not accepted based on the instructor's discretion. Programming assignments will receive 0 points if submitted a week or more after the due date. It is better to submit what you have, even if it is not complete, because you can most likely receive some credit.

Backup your work regularly. Technology does fail, and when it does, it is always right before you need to submit your assignment. It is your responsibility to minimize the risk of technology failures affecting your ability to submit your homework on time. Bottom line - complete and submit your homework well ahead of the due date and time.

Every student must submit their own work. Discussing strategies with other students is fine, but copying or exchanging code is cheating and will result in a 0 for all parties involved. Additional consequences, as outlined in the CGCC [College Catalog and Student Handbook](#), may result if you do not do your own work or you give another student your code.

Assignment assistance should be sought from an instructor or a CGCC tutor. A student posting questions about assignments in any online forum other than Canvas will receive a 0 for that assignment. Direct use of posted source code from an outside source will result in a 0 for that assignment.

Posting of course material or assignment source code by a student except to submit an assignment will result in a 0 for the related assignment. A deduction of up to 100 points per incident may result.

Students can expect assignments to be graded in a timely manner, usually within a week of the due date.

Quizzes:

Quizzes are taken in Canvas and are designed to reward you for working through the zyBooks content and working to understand the conceptual material. This class is about more than just successfully writing programs. You are expected to work to gain a conceptual understanding of computer science and software development concepts.

You cannot make up a quiz, but your lowest quiz score will be dropped. Make sure that you pay close attention to the due date and time for online quizzes. They will not be available after the due date and time.

Exams:

There is a midterm and a final exam. There are no make-up exams in this course. Exams may be taken in the CGCC Pecos Testing Center or an alternate proctored location. Exams may require Respondus LockDown Browser. All students take the Final Exam.

Course Assistance and Tutors:

Instructors hold lab hours each week to assist students with programming assignments and to answer questions. The most effective route is for students to work first with their instructor. If that isn't possible, students may also want to attend a session with another instructor or programming tutor for additional help. The programming tutor(s) will have specific hours each semester. Please check this semester's [schedule](#). It is also posted in Canvas.

✓ Grading

Grading Standards:

Grades are based on points accumulated during the semester. The following is an estimation and could change during the semester. Points are given for:

	Points
Discussions	10 - 40
zyBooks Participation Activities @ 10 pts each (drop lowest score)	100 - 150

zyBooks Challenge Activities @ 20 pts each (drop lowest score)	200 - 250
zyBooks zyLabs @ 20 pts each (drop lowest score)	200 - 300
Quizzes @ 10 pts each (drop lowest score)	100 - 150
Programming Assignments @ 5 - 50pts each	350 - 450
Midterm Exam	100
Final Exam	150

Grading Scale

90 - 100% A
80 - 89% B
70 - 79% C
60 - 69% D
Below 60% F

* Course Policies

Attendance Policy

This is an online course. So your attendance will be monitored by assignment submissions, activity in zyBooks, completed quizzes and discussion postings. Activity is critical in online courses, and I expect you to participate several times a week, at the very least.

Last Day of Attendance: (online courses, only)

CGCC is a "term-based" institution, requiring weekly academic activity in an online course. For the purposes of disbursing federal financial aid, faculty must report the last date of attendance (LDA) in the event of a student withdrawal or course failure. To determine an LDA, faculty must ensure students engage in academic activity on a weekly basis. Examples of academic activities include:

- *Submitting an academic assignment (assignment required in the class, regardless of whether it is graded or not), paper, or project,*
- *Taking an exam, quiz, computer-assisted instruction, or an interactive tutorial required by the class,*
- *Participating in an online study group (where there is assigned attendance/participation as part of the class)*
- *Initiating contact with the instructor to ask a question about the academic subject studied in the class.*

Simply logging in to an online class does not constitute academic activity. Students interested in working ahead in an online class should consult with their instructor as academic activity must still be recorded in every week of the class. Modules may not be available ahead of time.

Withdrawal Policy

Please notify me promptly of any extenuating circumstances that may result in withdrawal from the course. Should you discontinue "attending class", you may receive a failing grade for the course. I reserve the right to withdraw you if you do not show academic participation in the course weekly.

Students may withdraw with a W and no instructor signature by a given date each semester. Please refer to the college calendar. After this date, a student will need an instructor signature and will be withdrawn with a W (passing) or Y (failing) based on the points earned.

****Students will not be withdrawn after the Monday, November 30, 2020 and will receive a letter grade for the course (A, B, C, D, F).**

Conduct

Student Responsibility:

You are responsible for the information contained in the course syllabus and for abiding by all components and statements written therein. You are also responsible for the information contained in the [College Catalog and Student Handbook](#) and to follow the policies and procedures of the Maricopa Community College District and CGCC. You are responsible for following the expectations for student behaviors and civility in the classroom as stated in the [MCCCD Student Code of Conduct Section 2.5.2](#).

You are expected to use your Maricopa Community College email account.

You are expected to treat your instructor and your fellow classmates with respect. In all correspondence, whether communicating in person or online, you should show respect for the viewpoints of others who may disagree with you or see things from a different perspective. Criticizing, ridiculing, insulting, or belittling others will not be accepted. Keep in mind that electronic communications do not have the advantage of nonverbal cues that are so much a part of interpersonal communication. Humor or satire can sometimes be misinterpreted in strictly electronic communication forums.

Netiquette

1. Netiquette refers to the rules of behavior while on the Internet. When interacting within the online course environment, please follow the below
2. Show professionalism and courtesy in all communications within the
3. No one else should be given access to the course or conferences without the faculty member's permission
4. Do not use the words or text from others without acknowledging the source
5. Humor can easily be misinterpreted within the online environment, please be cautious with the use of humor and use symbols to help prevent misunderstandings. :-) :-(
6. Adhere to the same behavioral standards as you would in a face to face classroom and as is specified in the [student handbook \(http://www.cgc.maricopa.edu/Academics/Catalog/Pages/catalog.aspx\)](#)
7. Avoid typing in all capital letters, for those of us using the Internet frequently, this can seem like you are 'yelling'
8. Respect other people's time and contribute thoughtful comments and ideas to the discussions rather than simply making statements such as 'I agree'
9. Use correct spelling and grammar. Avoid the use of abbreviations and use spell check within your word processor or within the course to check the spelling of your communications

Institutional Policies

Academic Honesty/Integrity

Besides academic performance, students should exhibit the qualities of honesty and integrity. Every student is expected to produce his/her original, independent work. Any student whose work indicates a violation of the MCCCD Academic Misconduct Policy including cheating, plagiarism, and dishonesty will be subject to disciplinary action. Refer to the [CGCC Student Handbook \(https://www.cgc.edu/academics/course-catalog\)](#) for information regarding Academic Misconduct and due process procedures.

Example: Academic Misconduct (from [CGCC's Student Handbook \(https://www.cgc.edu/academics/course-catalog\)](#))

1. Academic Misconduct - includes any conduct associated with the classroom, laboratory, or clinical learning process that is inconsistent with the published course competencies.
2. Objectives and/or academic standards for the course, program, department, or institution. Examples of academic misconduct include, but are not limited to: (a) cheating and plagiarism (including any assistance or collusion in such activities, or requests or offers to do so); (b) excessive absences; (c) use of abusive or profane language; and (d) disruptive behavior.
3. Cheating is any form of dishonesty in an academic exercise. It includes, but is not limited to: (a) use of any unauthorized assistance in taking quizzes, tests, examinations, or any other form of assessment whether or not the items are graded; (b)

dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to or administered by the college or a member of the college faculty or staff; and (d) fabrication of data, facts, or information.

4. Plagiarism is a form of cheating in which a student falsely represents another person's work as his or her own – it includes, but is not limited to: (a) the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; (b) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and (c) information gathered from the internet and not properly identified.

Any student found by a faculty member to have committed academic misconduct may be subject to the following academic consequences, based on the faculty member's judgment of the student's academic performance.

1. Warning - A notice in writing to the student that the student has violated the academic standards as defined in 1.A.
2. Grade Adjustment - Lowering of a grade on a test, assignment, or course.
3. Discretionary assignments - Additional academic assignments determined by the faculty member.
4. Course Failure - Failure of a student from a course where academic misconduct occurs.

Addressing Incidents of Title IX Sexual Harassment

Policy 2.4.4 Sexual Harassment Policy for Students was replaced with Administrative Regulation [5.1.16](#) now known as [Title IX Sexual Harassment Policy](#). Administrative Regulation 2.4.4 is rescinded effective August 14, 2020. For cases made prior to August 14, 2020, 2.4.4 applies.

In accordance with Title IX of the Education Amendments of 1972, the MCCCDC prohibits unlawful sexual harassment against any participant in its education programs or activities. Sexual harassment includes quid pro quo (this for that) harassment, hostile environment, sexual assault, dating/domestic violence, and stalking. This prohibition against sexual harassment - including sexual violence - applies to students, MCCCDC employees, and visitors to campus.

The policy of the MCCCDC is to provide an educational, employment, and business environment free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as prohibited by state and federal law. Incidents of Sexual Misconduct should be reported to the college Title IX Coordinator, as outlined in the policy. MCCCDC will provide on its [Title IX and Preventing Sexual Harassment](#) webpage a link to all [Title IX Coordinators](#) at the MCCCDC. Please contact Veronica Hipolito, Vice President of Student Affairs, and the Title IX/504 coordinator with questions and concerns at veronica.hipolito@cgc.edu or (480) 732-7309. Reports may be filed anonymously at: <https://district.maricopa.edu/consumer-information/reporting>.

Classroom Accommodations for Students with Disabilities

In accordance with the Americans with Disabilities Act, the Maricopa County Community College District (MCCCDC) and its associated colleges are committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. mental health, attentional, learning, chronic health, sensory, or physical). Each class/term/semester that a student is in need of academic adjustments/accommodations, the qualified student is required to work with the Disability Resources & Services Office (DRS) at their individual college(s). Contact with the DRS should be made as soon as possible to ensure academic needs are met in a reasonable time. New and returning students must request accommodations each semester through DRS Connect online services. To learn more about this easy process, please contact your local DRS office.

If you have not yet established services through DRS, but have a temporary health condition or permanent disability that requires accommodations, you are welcome to contact DRS at 480-857-5188 or [access the website](#) (<https://www.cgc.edu/Students/DisabilityServices/Pages/Home.aspx>). The DRS offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions qualifying for accommodations/academic adjustments. Reasonable accommodations are established through an interactive process between you, your faculty, and DRS; and only those academic adjustments/reasonable accommodations granted by the DRS are recognized by the college and District. It is the policy and practice of the MCCCDC to create inclusive and accessible learning environments consistent with federal and state law.

Appealing Final Course Grade

Appeals to change a final course grade must be initiated within 60 days of the date on which the grade was issued. See [Instructional Grievance Process \(https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-6\)](https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-6) for additional information.

Student Responsibilities

Students are responsible for the information in the syllabus and college policies included in CGCC's college catalog and [student handbook \(https://www.cgc.edu/academics/course-catalog\)](https://www.cgc.edu/academics/course-catalog).

Withdrawing from the Course

There are two kinds of withdrawal: student-initiated withdrawal and instructor initiated withdrawal. You can find the specific withdrawal dates in [my.maricopa.edu \(https://my.maricopa.edu/\)](https://my.maricopa.edu/) > Student Center > My Class Schedule > (Course Prefix/Number) > Calendar button under Deadlines.

After the last day for student-initiated withdrawal, students may ask instructors to withdraw them. Other relevant dates are listed in the college academic calendar. Failing to submit assignments and maintain steady progress will result in withdrawal by your instructor.

Withdrawal Warning for Non-payment of Fees:

Every term, students suddenly discover that they have been DROPPED FROM ALL THEIR CLASSES because they have failed to pay a lab fee or some other fee that is required for an online class. Please log into your [MCCCD Student Center \(https://redirect.maricopa.edu/student-center\)](https://redirect.maricopa.edu/student-center) to verify that you have paid all your fees.

If you are dropped for nonpayment, paying your fees will NOT automatically reinstate you in your classes. Reinstatement requires permission from your instructor and the department chair and can take as much of a week or more! Also, there is no guarantee of reinstatement after your fees are paid, so please check your account now to be sure that you are not withdrawn for nonpayment of fees.

Course Calendar

Initial Roadmap for the course:

WK1	Course Overview Getting Started	WK 9	User-defined Methods
WK 2	Intro to Java	WK 10	Objects and Classes UML
WK 3	Data, Variables, Expressions and Assignment	WK 11	Objects and Classes
WK 4	Conditionals and Decision Statements	WK 12	Files. Input/output
WK 5	Loops	WK 13	Inheritance
WK 6	Loops	WK 14	Exceptions

WK 7	Arrays	WK 15	Wrap up Advanced Topics
WK 8	Midterm Exam Arrays	WK 16/17	Final Exam

Additional Items

Tips for Success in CSC110AB - A list from former students

Give yourself enough time to study, read, practice, and reflect on the concepts presented each week.

Seek help early and often.

Build a set time each day to work on this class.

Work through all of the zyBook Activities and zyLabs. Hint: the homework usually is a variation on an example from the chapter, so you have a great head start!

Do not wait until the last minute to complete your assignments. Leave yourself time to get assistance.

Attend your instructor's lab hours for help getting started and setting up Java and Eclipse.

Tips for College Success

1. Arrive to every class meeting on time and ready to learn.
2. Develop effective time management skills, by trying different strategies and evaluate periodically.
3. Complete and turn in your homework and class assignments.
4. Give yourself enough time to study, read, write, and research. One hour of class can often mean 2-3 hours of studying (sometimes more).
5. Communicate with your professor(s) frequently.
6. Ask questions of your professor(s), if you are unsure or need clarification on an assignment or exam.
7. Get involved on campus.
8. Build a support network and/or study groups with your fellow students.
9. Establish your academic goals by seeking out career services and meeting with academic advisors regularly.
10. Find the best balance between your academic workload and your life responsibilities (work, family, etc.).
11. Know and use campus resources.
12. Ask for help. You don't have to figure out everything on your own. From getting help to pay for school, working with a tutor to improve your grades, or attending college workshops, CGCC offers services both in-person and online to support your success. Use them early and often. Service hours and success workshops are announced through the [edu](#) website and social media.

Learning Center & Computer Lab

Learning Center - Tutoring

The Learning Center provides free tutoring and resources to assist students to achieve academic success. While the emphasis is on providing writing, mathematics, and science support, services are available for a wide range of academic courses at CGCC.

Tutoring services are available on a drop-in basis or by appointment.

Students must be enrolled at CGCC in the class for which they are seeking assistance. At the Pecos Campus, the Learning Center is located on the second floor of the Library and at Williams Campus, the Learning Center is located in Bridget Hall. For more information, visit <https://www.cgc.edu/lc> (<https://www.cgc.edu/lc>) or call 480-732-7231.

Computer Lab

The CGCC Computer Lab is open to ALL currently enrolled CGCC students. The lab has Windows and Mac computers, printers, scanners, headsets, etc. Staff provide FREE one-on-one walk-in assistance with technology questions, Wi-Fi, Canvas, software, and more. Labs are at both campuses Pecos (Bradshaw 123) and Williams (Bridget Hall 116). We are also available online. For more information, please visit www.cgc.edu/computerlab (<http://www.cgc.edu/computerlab>) or call 480-732-7221.

Free Office Applications for Students

The Maricopa District provides every student with Google-powered Maricopa Student Email including Google Apps upon enrollment. CGCC uses this official student email to send information concerning class enrollment, financial aid, tuition, and other important student information. Students must activate this email account in order to receive these messages. Activate your [Maricopa Student Email](https://www.maricopa.edu/future-students/enrollment-steps/1) (<https://www.maricopa.edu/future-students/enrollment-steps/1>) now at google.maricopa.edu (<https://google.maricopa.edu/>)

Additionally, Maricopa Community Colleges provides Microsoft Office 365 to every current student free of charge, login to login.microsoftonline.com (<https://login.microsoftonline.com>) using your student email address and password to access! Check out [Microsoft Office 365](https://my.maricopa.edu/help/microsoft-365) (<https://my.maricopa.edu/help/microsoft-365>) for help

Counseling Services

Counseling Services at CGCC offers students free, confidential individual counseling for academic, career, and personal issues. Services are offered at the Pecos and Williams campus locations. Connections with community resources and referrals are also available at BRD 101. For contact information, please refer to our website at <http://www.cgc.edu/counselingservices> (<http://www.cgc.edu/counselingservices>) or call us at 480-732-7158 (Pecos), or 480-988-8001 (Williams).

Online Tutoring

The Learning Center provides students enrolled in CGCC online and/or hybrid courses access to online tutoring. Students are encouraged to take advantage of face to face tutoring as well. For information on how to access online tutoring, visit our website at <http://www.cgc.edu/lc/onlinetutoring> (<http://www.cgc.edu/lc/onlinetutoring>).

Syllabus Statements

[CGCC Syllabus Statements](http://bit.ly/CGCSyllabusStatements) (<http://bit.ly/CGCSyllabusStatements>)

[legal disclaimer](#)

Syllabus Changes

This syllabus is intended to contain complete and accurate information; however, I reserve the right to adjust this syllabus during the course. Please note that any course documents, assignments, due dates and times, quizzes, discussion postings, or course policies may be modified at the instructor's discretion, based on the needs of the class.

Students will be notified by the faculty member of any changes in course requirements or policies.

This syllabus meets the MCCD Administrative Regulation 3.6 Distribution of Course Syllabus.