**Masks/Face Coverings**

Because social distancing cannot always be guaranteed, students, faculty, and staff must wear masks/face coverings in every instructional setting and academic support areas: Classrooms, Computer Classrooms, Labs, Offices, Success Centers, Open Labs, and Libraries. Only those individuals working alone will not be required to be masked in these settings.

Students are encouraged to provide their own masks/face coverings. A student who does not have a mask/face covering will be provided a mask by the College. Faculty will work with Public Safety and their supervisors to ensure masks are available for instructional settings.  See further COVID-19 information below.

Any student wishing to request a disability-related accommodation in connection with CTC’s mask policy should contact Disability Support Services: [Disability.Services@Chattahoocheetech.edu](mailto:Disability.Services@Chattahoocheetech.edu).

Any employee wishing to request a disability-related accommodation in connection with CTC’s mask policy should contact Ron Price in Human Resources:  [Ron.Price@chattahoocheetech.edu](mailto:Ron.Price@chattahoocheetech.edu).

Individuals in these circumstances will be required to wear a face shield in instructional settings and/or when social distancing is not possible.

**Proctored Events**

All online courses at CTC normally require students to attend at least one proctored event, but in the Fall of 2020, on-campus proctored events will not be given due to COVID-19; instead, CTC instructors will use additional technologies to verify the identity and/or work of online students during proctored events. Faculty will inform students about any academic penalties associated with failure to complete a proctored event in the manner it is assigned.

**College 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 must contact the instructor in advance, or provide notification as soon as possible. Instructors will 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. It is at the instructors’ or programs’ discretion whether final grades are affected by excessive absence and tardiness.

In light of concerns about COVID-19, it is important that students who show signs of illness DO NOT attend on-campus classes or utilize on-campus resources. Many classes and programs will require health questions and/or temperature checks prior to instructional activities beginning. Students must answer questions truthfully, and students will be sent away for that class period, or longer, from in-person classes and course-related activities when symptoms of COVID-19 are present. When this occurs, instructors will allow for the make-up of assignments missed, including, but not limited to, an Incomplete grade for the term.

**Health and Safety Statement: COVID-19**

The focus of Chattahoochee Technical College is the health and safety of its students, faculty, and staff. During the Fall semester, all members of the college community are required to follow health and safety guidelines as laid out by the Centers for Disease Control (CDC) and College personnel. Because social distancing cannot be guaranteed, the wearing of masks/face coverings while in classrooms, labs, and academic support areas on CTC Campuses is required.

Additional sections of courses and additional seats in courses will be taught online in the Fall to help accommodate those students who do not wish to attend classes in person. Additional sections of courses will be taught in Chattahoochee’s CISCO rooms to allow synchronous/live time participation in classes without necessarily requiring physical presence on campus. Face-to-face classes will be taught with restricted group sizes, and no “double” sections will be taught face-to-face during Fall term. Academic Support will include a continuation of online tutoring

and Advising to allow students and staff to reach students and meet needs without requiring physical presence.

If you have questions or concerns, please reach out to your instructors as early in the term as possible. All members of the college community are directed to stay at home and away from campus if they are showing signs of illness, and that includes course faculty. Students need to be prepared for communication from faculty and College leadership regarding class cancellations due to illness.

**Compliance**

The College is very committed to the health and safety of students, and therefore, in order for a student to participate and/or be present in any instructional setting or academic support activity, that student must abide by Chattahoochee’s mask requirement.  Faculty and staff will ensure that the requirement is clear, will provide or otherwise assist a student in procuring a mask, will make a good-faith effort to explain the importance of the requirement to health and safety efforts, and will treat any non-compliance as a potential violation of the College’s Student Code of Conduct.

**COVID Self-Report Form**

This is the link to the [Chattahoochee COVID Self-report Form](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fctcforms.chattahoocheetech.edu%2Fcovid%2Fselfreport.php&data=02%7C01%7Cjtanner%40chattahoocheetech.edu%7Ca19e8dbeb96a4058b13508d83495c0da%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637317165085748883&sdata=pBWUj1kUrm7J1pafVbx86IRRFDxJAuIsCf5vcl4jjAo%3D&reserved=0). This reporting form allows Chattahoochee employees, students, and visitors to notify the College about individuals affected or potentially affected by COVID-19. Individuals who complete this form may be contacted by Chattahoochee’s Exposure Control Coordinator, allowing the College to take preventative measures and offer available resources.

CIST 2373 – Java Programming III

Course Syllabus

Fall Semester 2020

# Instructor Information

Instructor Name: **Ronald Enz**

Email: renz@chattahoocheetech.edu

Email Response Time: TBA

Office Location and Hours: F1135 TBA

Phone Number: (770)528-4445

More about me: Lead Instructor FOR CIST

# Course Details

Course Name: **Java Programming III**

Course CRN: 20488

Course Format : Online Hybrid Web-Enhanced

Course Credit Hours: 4

Course Contact Hours: 7

Course Meeting Days/ Times: Wed 1:30-4:25pm

Campus/ Classroom: Marietta F1150

Proctored Event Date/ Time: none

Proctored Event Location: none

# Course Materials

**Required Textbook/ Materials**

None – Instructor Supplied

**Supplies/ Materials needed** Computer - Since this is a Programming course, you will need a reasonably fast computer (Pentium IV or Dual Core) running Windows 7 or later and a high speed Internet connection.

# Course Information

**Course Description:**

This course continues the discussion about the Java Programming language and all its parts. In this course we will be discussing in particular building Web applications using JEE, the Java Enterprise Edition Framework.

**What you will learn in this course**

* + At the end of this course, the student will be able to build a complete Java Web Application from scratch.

# How your learning will be measured

**Grading Criteria for this course**

***Assignment Percentage Points***

TEST #1 22.50% 225

TEST #2 12.00% 120

Lab Assigns(7x50 points each) 35.00% 350

Project 20.00% 200

No Show Quiz 2.00% 30

Class Participation 6.50% 75

***TOTAL*** 100.0% 1000 points

Course Policies:

**Late Labs:** 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 Assign will be given ½ credit(50% credit) for those late Assigns***.

**Projects/Mini-Projects:** Your Project is DUE on the date specified. No Late Projects will be accepted.

**Class Participation:** There are 65 class participation points up for grab. The way to get these points is by posting to the Course Discussion Board. The more posts you make the better. If, at the end of the semester, you have not made any posts, you will receive 0 class participation points.

**Missing Tests:** If you miss a Test, you will receive a 0 for that Test. No makeup Tests will be given. If you cannot make the date set for the Test, you must inform the instructor at least 2 weeks before the test date, so that an alternative date may be chosen for you to take the Test.

## College 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 |

# Positive Learning Environment

## Statement of Instructor Expectations about Learning Environment

Click or tap here to enter text.

## College 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 must contact the instructor in advance, or provide notification as soon as possible. Instructors will 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. It is at the instructors’ or programs’ discretion whether final grades are affected by excessive absence and tardiness.

In light of concerns about COVID-19, it is important that students who show signs of illness DO NOT attend on-campus classes or utilize on-campus resources. Many classes and programs will require health questions and/or temperature checks prior to instructional activities beginning. Students must answer questions truthfully, and students will be sent away for that class period, or longer, from in-person classes and course-related activities when symptoms of COVID-19 are present. When this occurs, instructors will allow for the make-up of assignments missed, including, but not limited to, an Incomplete grade for the term.

## Instructor Attendance Policy

Click or tap here to enter text.

Class Schedule/ Assignments/ Due Dates

| **Class Dates** | **Activities** | **Assigns/Tests Due Dates** |
| --- | --- | --- |
| **Week #1**  Wed Aug 19 2020 | Course/JEE Overview  Install NetBeans | No Show Quiz – in class  **Lab #0 – Install Java 8 & NetBeans for JEE** |
| **Week #2**  Wed Aug 26 2020 | Quiz #1 – JEE Concepts  HTML Fundamentals | **Complete Lab #1(See Blackboard)**  (Due in Blackboard on Sun Aug 23 by 11:55pm) |
| **Week #3**  Wed Sep 2 2020 | Servlet Overview | **Complete Lab #2(See Blackboard)**  (Due in Blackboard on Sun Aug 30 by 11:55pm) |
|  |  |  |
| **Week #4**  Wed Sep 9 2020 | Quiz #2 – Servlets  Intro to Business Objects | **Complete Lab #3(See Blackboard)**  (Due in Blackboard on Sun Sep 6 by 11:55pm) |
| **Week #5**  Wed Sep 16 2020 | More Business Objects | **Complete Lab #4(See Blackboard)**  (Due in Blackboard on Sun Sep 13 by 11:55pm) |
| **Week #6**  Wed Sep 23 2020 | More Servlets | Complete Lab #5(See Blackboard)  (Due in Blackboard on Sun Sep 20 by 11:55pm) |
| **Week #7**  Wed Sep 30 2020 | Simple JSPs | Complete Lab #6(See Blackboard)  (Due in Blackboard on Sun Sep 27 by 11:55pm) |
| **Week #8**  Wed Oct 7 2020 | Quiz #3 – JSPs  More JSPs | Complete Lab #7(See Blackboard)  (Due in Blackboard on Sun Oct 4 by 11:55pm) |
| **Week #9**  Wed Oct 14 2020 | **Take Test #1 – JEE, HTML, Servlets, Business Objects and JSPs** | **Take Test #1 through BlackBoard** |
| **Week #10**  Wed Oct 21 2020 | Project Assigned(you have 6 weeks) |  |
| **Week #11**  Wed Oct 28 2020 | Work on Project (Designs DUE) |  |
|  |  |  |
| **Week #12**  Wed Nov 4 2020 | Work on Project |  |
| **Week #13**  Wed Nov 11 2020 | Work on Project |  |
| **Week #14**  Wed Nov 18 2020 | Work on Project  **Takehome Test #2 – Posted** | **Test #2 – Due by Sun Dec 6 at 11:55pm** |
| **Week #15**  Wed Nov 25 2020 | Work on Project |  |
| **Week #16**  Wed Dec 2 2020 | **Project DUE** – Wed Dec 2, by 11:55pm |  |
| **Week #17**  Wed Dec 9 2020 | **Test #2 – Due by Sun Dec 6 at 11:55pm** |  |
|  |  |  |

# Other Course/ Program Information

Click or tap here to enter text.

# Student Support Services to help you succeed

## 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.

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

In addition, CTC has introduced Multi-factor Authentication as part of our ongoing security initiative by making it more difficult for hackers to gain access to our systems with login credentials obtained by phishing, guessing, or theft. Hackers have a wider array of new technology and techniques that can be combined with a limited pool of passwords that most people use for multiple accounts which increase vulnerability.

More information about [Student email, including instructions for multi-factor authentication, is located on the CTC web page.](https://www.chattahoocheetech.edu/student-email-and-onedrive/)

CTC students also have access to [Microsoft 365 for students,](https://www.chattahoocheetech.edu/free-microsoft-office-365-for-students/) which includes cloud storage (OneDrive).

## 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.

## Universal Design

**This course has been designed so that it is compliant with Section 508 of the Rehabilitation Act. Where content cannot not be rendered accessible, alternate accessible versions of the content are provided. Should you find any content or Blackboard components in this course that are not accessible to you, please notify the instructor immediately. It is the goal of everyone at Chattahoochee Technical College to provide a learning experience that is equally engaging and accessible to all students.**

## 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: Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or [SDWarrington@ChattahoocheeTech.edu](mailto:SDWarrington@ChattahoocheeTech.edu)
* Section 504/ADA Coordinator: Caitlin Barton, North Metro Campus, 5198 Ross Road, Building A 132O, Acworth, GA 30102, 770-975-4099, or [Caitlin.Barton@ChattahoocheeTech.edu](mailto:Caitlin.Barton@ChattahoocheeTech.edu)

## 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/)

## Counseling Services and Student Advocacy

Chattahoochee Technical College provides students with a wide range of counseling and supportive services that focus on helping students with educational, personal and career concerns.  Counseling combines a professional relationship and growth process that empowers diverse individuals and groups to accomplish mental health, wellness, education, and career goals during one's educational journey. The staff provides individual counseling and group therapy as it relates to the educational experience, grief and loss, stress management, depression, anxiety, and other mental health/wellness assistance. Our mission is to provide self-help strategies that promote student success in post-secondary education. When appropriate, students will be referred to community agencies and/or other resources to give them every opportunity to locate the help they need.

To request assistance, students should consult the Counseling Services and Student Advocacy [website.](https://www.chattahoocheetech.edu/counseling-services-and-student-advocacy/)

# College Information you need to know

## 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.

## Proctored Event Policy

All online courses at CTC normally require students to attend at least one proctored event, but in the Fall of 2020, on-campus proctored events will not be given due to COVID-19; instead, CTC instructors will use additional technologies to verify the identity and/or work of online students during proctored events. Faculty will inform students about any academic penalties associated with failure to complete a proctored event in the manner it is assigned.

## 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.***

## 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.

## 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.