**WEBD 167 - Beginning Web Databases**

FALL 2018, CRN 44775  
Fully Online

**Course Description**  
This course provides a hands-on introduction to relational databases in a Web environment. Emphasis is placed on hand-coding Structured Query Language (SQL), specifically MySQL. Students master an open source database editor, XAMPP, to create and work with a database. Basic PHP: Hypertext Preprocessor (PHP) and Dreamweaver are used to bind data on a Web page. This course is designed for students studying web design and professionals updating their skills.   
TOTAL LECTURE HOURS: 40 - 45  
TOTAL LAB HOURS: 24 - 27

**Instructor Information**

Kristian Secor  
San Diego Mesa College  
ksecor@sdccd.edu  
To contact me: Please use my District email account ksecor@sdccd.edu to receive the quickest response. Please allow a minimum of 72 hours for assignments and quizzes to be corrected, an email response to be sent to you, and/or your grade to be entered into the grade log.

**Office Hours**  
Office hours G-324:   
Tuesday 1:00-3:00  
Wednesday 1:00-3:00  
Thursday 1:00-3:00  
By appointment only. Please email me at ksecor@sdccd.edu to setup a Zoom teleconference.

**Course Prerequisites/Advisories**

**Advisory:**  
ENGL 048 with a grade of "C" or better, or equivalent or Assessment Skill Level R5  
and  
ENGL 049 with a grade of "C" or better, or equivalent or Assessment Skill Level W5  
and  
CBTE 101 with a grade of "C" or better, or equivalent  
and  
CBTE 114 with a grade of "C" or better, or equivalent  
and  
WEBD 162 with a grade of "C" or better, or equivalent  
or  
CBTE 162 with a grade of "C" or better, or equivalent  
or  
WEBD 165 with a grade of "C" or better, or equivalent  
or  
CBTE 165 with a grade of "C" or better, or equivalent

NOTE: An **Advisory** will not prevent you from enrolling in this course. It advises you of the skills and knowledge you need to have to be successful in this course. Email your professor if you have questions on this topic.

**Student Learning Outcomes**

Students will be able to create a database table.   
Students will analyze the purpose of a database table and create fields that convey the purpose.   
Students will create field labels that clearly communicate the field's purpose in the database.

**Student Learning Objectives**  
Upon successful completion of the course the student will be able to:

1. Explain the database structure and the role of MySQL.
2. Describe relational databases in a Web environment that use MySQL.
3. Write MySQL statements.
4. Create, modify and delete databases.
5. Create, modify and delete tables.
6. Manipulate and retrieve data using MySQL statements.
7. Manage different types of string and numeric data.
8. Write optional select statements.
9. Administer a database.
10. Set up security on the database.
11. Connect a MySQL database using basic PHP.
12. Use bindings in a text editor to link the data in a Web page.

**Outline of Topics**  
The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

1. Databases and Database Management Systems
2. The SQL framework
3. Data-driven applications
4. Installing MySQL
5. MySQL directory structure
6. The relational model
   1. Data normalization
   2. Relationships
   3. Data model
      1. Entities
      2. Normalizing data
      3. Identifying relationships
7. Managing databases
   1. Creating
   2. Modifying
   3. Deleting
8. Managing tables
   1. Creating
   2. Modifying
   3. Deleting
9. Retrieving information
   1. Show statements
   2. Describe statements
10. Manipulating data
    1. Inserting
    2. Replacing
    3. Updating a single table
    4. Updating a joined table
    5. Deleting
11. Retrieving data from a MySQL databaseOperators in an SQL statement
    1. Selecting
    2. Optional clauses of a select statement
       1. Where clause
       2. Group by clause
       3. Having clause
       4. Order by clause
       5. Limit clause
12. Managing different types of dataAdministering MySQL
    1. String functions
    2. Numeric function
13. MySQL security
14. Introduction to optimizing performance
15. Basic PHP
16. Connecting MySQL using PHP
    1. Connecting to a MySQL database
    2. Retrieving data
       1. Processing the result set
       2. Manipulating data in PHP
       3. Redirecting browsers
17. Introduction to binding data in a text editor

**Important Dates**

|  |  |
| --- | --- |
| Start of the semester | August 20 |
| Holiday - Labor Day | Sept. 3 |
| Receive, process, and pay for add codes | August 31 |
| Drop with refund | August 31 |
| Drop without "W" | August 31 |
| Last day to file a petition for Pass/No Pass grade option | **GRADE ONLY** |
| Withdrawal deadline - No drops accepted after this date; will receive a "W | Oct. 26 |
| Holiday - Veterans Day | Nov. 10 |
| Thanksgiving Holiday | Nov. 19-25 |
| Last day to submit work; all work due at (**11:59 PM)** | Dec. 17 |
| End of the semester | Dec. 17 |
| Grades available on e\_Grades |  |

**Textbook and Materials**

|  |  |  |
| --- | --- | --- |
| [https://ws-na.amazon-adsystem.com/widgets/q?_encoding=UTF8&MarketPlace=US&ASIN=0134301846&ServiceVersion=20070822&ID=AsinImage&WS=1&Format=_SL250_&tag=iteachadults-20](https://www.amazon.com/gp/product/0134301846/ref=as_li_tl?ie=UTF8&camp=1789&creative=9325&creativeASIN=0134301846&linkCode=as2&tag=iteachadults-20&linkId=772bfe147f71891fa972cf9fb7b1fc58)https://ir-na.amazon-adsystem.com/e/ir?t=iteachadults-20&l=am2&o=1&a=0134301846 | Title | [PHP and MySQL for Dynamic Web Sites: Visual QuickPro Guide (5th Edition)](https://www.amazon.com/gp/product/0134301846/ref=as_li_tl?ie=UTF8&camp=1789&creative=9325&creativeASIN=0134301846&linkCode=as2&tag=iteachadults-20&linkId=3744c7df5c8773ca3202c961a54fe28a%22%3EPHP%20and%20MySQL%20for%20Dynamic%20Web%20Sites:%20Visual%20QuickPro%20Guide%20(5th%20Edition)%3C/a%3E%3Cimg%20src=%22//ir-na.amazon-adsystem.com/e/ir?t=iteachadults-20&l=am2&o=1&a=0134301846) |
| Author | Larry Ullman |
| ISBN | [978-0134301846](https://www.amazon.com/gp/product/0134301846/ref=as_li_tl?ie=UTF8&camp=1789&creative=9325&creativeASIN=0134301846&linkCode=as2&tag=iteachadults-20&linkId=3744c7df5c8773ca3202c961a54fe28a%22%3EPHP%20and%20MySQL%20for%20Dynamic%20Web%20Sites:%20Visual%20QuickPro%20Guide%20(5th%20Edition)%3C/a%3E%3Cimg%20src=%22//ir-na.amazon-adsystem.com/e/ir?t=iteachadults-20&l=am2&o=1&a=0134301846) |
| Publisher | Peachpit Press |
| Publication Date | November 13, 2017 |
| Price | $30.39 |

**OPTIONAL RESOURCE**  
[The Language of SQL, Second Edition by Larry Rockoff 978-0-13-465825-4](https://www.amazon.com/gp/product/0134658256/ref=as_li_tl?ie=UTF8&camp=1789&creative=9325&creativeASIN=0134658256&linkCode=as2&tag=iteachadults-20&linkId=868b23e711b839b987655840edc72d8c)  
[PHP for the Web, Fifth Edition by Larry Ullman 978013429125-3](https://www.amazon.com/gp/product/0134291255/ref=as_li_tl?ie=UTF8&camp=1789&creative=9325&creativeASIN=0134291255&linkCode=as2&tag=iteachadults-20&linkId=c97f920e17b4667f68aba33ae3feb57a)

**Assessment Methods**  
This course will use a variety of methods to assess student's learning of the course objectives. You will read the textbook, take short open book quizzes, complete assignments. You will participate in discussion board topics with your classmates, applying what we learn in the readings. Some group work may be assigned. Since this is a hybrid course, all assessment - quizzes, assignments, and discussions - will be done online, using the course management system and the additional materials and software listed above.

**Course Policies**

**How the Course Operates**  
All of the lesson folder/links are available to you on Blackboard under the Lessons folder. Every week you will follow the directions in the corresponding lesson folders which will take you through the required activities for that week. Some weeks you will be required to participate in discussion board posts. Follow the directions carefully to receive full credit. **This course is not self-paced**, so students must complete one lesson per week. All due dates are posted for each quiz and assignment activity -- which is Monday @ 11:59PM.

**Submitting Work**  
Quizzes and assignments cannot be submitted late. They are due during the assigned week.

**Late/Missed Assignments & Quizzes**Assignments and quizzes submitted after the due date deadline, will receive a ZERO. It is the responsibility of the student to proofread before submitting and accept the grade earned, learn from it, and apply those corrections to future assignments.

**Communication Guidelines & Netiquette**  
In all of our class communications, including discussion boards, emails, assignments, office hours, telephone, online chat, etc, please follow proper online netiquette which requires professional and courteous tone and presentation, and in no way contains anything lewd, offensive, indecent, or obscene. Please see the syllabus supplements for more information.Please read the District Netiquette Guidelines available at the following link: <http://www.sdccdonline.net/students/resources/NetiquetteGuidelines.pdf>

**Cheating/Plagiarism**Students are expected to be honest and ethical at all times in the pursuit of academic goals. Students who are found to be in violation of Administrative Procedure 3100.3 Honest Academic Conduct, will receive a grade of zero on the assignment, quiz, or exam in question and may be referred for disciplinary action in accordance with Administrative Procedure 3100.2, Student Disciplinary Procedures.

**Student Code of Conduct**

* Students are expected to adhere to the Student Code of Conduct at all times. Students who violate the Student Code of Conduct may be removed from class by the faculty for the class meeting in which the behavior occurred, and the next class meeting.
* Student access to class is removed for one week (5 instructional days).
* Acceptance of make‐up work during the removal. Incidents involving removal of a student from class will be reported to the college disciplinary officer for follow up.
  + I will not accept make up work.

The Student Code of Conduct can be found in Board of Trustees Policy, BP 3100, Student Rights, Responsibilities and Administrative Due Process posted on the District website at: http://www.sdccd.edu/public/district/policies/index.shtml

**Attendance**  
Attendance in an online course works a little differently. Since this is a fully online course, you do not need to be anywhere at any specific time. That gives us all a little more flexibility in terms of when to work on the course material. You are expected to login and begin the coursework assigned to you on the first day of the course. This is a fully online course with no required on-campus meetings. Even though we won't be meeting each other face to face, you must login to Blackboard several times a week to stay informed and meet deadlines. **Merely logging in is not enough. You must complete the work required of you for the week. If you do not complete the required work for the week, you are considered absent for the week and you will receive a zero for all assignments.**

**Below are attendance guidelines:**

* Each student MUST show consistent work each week in this class to avoid being DROPPED.
* Each student MUST TURN IN EACH ASSIGNMENT.
* Individual assignment grades may only be discussed with the instructor at the time of posting.

- It is the instructor’s discretion to withdraw a student due to lack of participation and/or **two** consecutive missed assignment.

**- A student may NOT BE DROPPED if he/she contacts the instructor ahead of the assignment due date to arrange an alternate solution.**

*- Do not wait until the end of the course to talk over an assignment grade.*

**Drop Policy**All due dates will be monitored. Students will be dropped without warning after missing two consecutive due dates, meaning that you have not taken a quiz or turned in an assignment, within a two week period, you will be dropped from the course. No exceptions will be considered. You will not receive any advanced notice prior to being dropped from the course.

* It is the student’s responsibility to drop all classes in which he/she is no longer participating.
* It is the instructor’s discretion to withdraw a student after the add/drop deadlines due to non-participation.
* Students must be actively participating in the course, meaning logging into the course, submitting assignments, posting to the discussion board, etc., weekly. Again, it is the instructor’s discretion to withdraw a student who is not active in the course.
* Students who remain enrolled in a class beyond the published withdrawal deadline, as stated in the class schedule, will receive an evaluative letter grade in this class.

**Grading**  
Each activity in the course is assigned a specific number of points. Specific instructions and grading rubrics for each of these activities will be given in Blackboard. Student grades are located in the My Grades tool in Blackboard.

|  |  |  |
| --- | --- | --- |
| **ASSIGNMENT BREAKDOWN** | | |
| **Discussion Boards** | 10 | ongoing throughout the semester |
| **Quizzes** (12 quizzes x 5 pts. each) | 60 | ongoing throughout the semester |
| **Assignments** (14 assignments x 20 pts. each) | 280 | ongoing throughout the semester |
| **Final Project** | 150 | Due Dec. 17 |
| Total Points | 500 |  |

**Final Grades**  
Your final letter grades are based on the total points that you earn in the course.

|  |  |
| --- | --- |
| Letter Grade | Total Points Earned |
| A | 450 - 500 pts |
| B | 400- 449 pts |
| C | 350 - 399 pts |
| D | 300 - 349 pts |
| F | below 299 pts |

**Accessibility of Course Material**  
I have made every effort to make this course accessible to all students, including students with disabilities. If you encounter a problem accessing anything in this course, please contact me immediately. Students with disabilities should email me and also contact the college's Disabled Students Programs and Services (DSPS) office:

* Mesa College DSPS webpage: <http://www.sdmesa.edu/dsps/>

**Technical Requirements**  
The suggested hardware and software for online classes can be found at: <http://www.sdccdonline.net/techreq.htm>

**Career Center Services**   
The Career Center assists students with exploring major and career options, preparing for the job search (resume reviews, interviewing skills), finding part-time/full-time jobs and internship opportunities. The Center hosts job fairs in the fall and spring semester and have employers recruiting on campus throughout the semester. It is located in Student Services Building I4-360, online at [http://www.sdmesa.edu/students/services/career-center/](https://mail.sdccd.edu/owa/redir.aspx?SURL=BTUMsY598GvrOgaiwHgdJudEEOIS16rpGdX6s9QICR6TnYFGn07SCGgAdAB0AHAAOgAvAC8AdwB3AHcALgBzAGQAbQBlAHMAYQAuAGUAZAB1AC8AcwB0AHUAZABlAG4AdABzAC8AcwBlAHIAdgBpAGMAZQBzAC8AYwBhAHIAZQBlAHIALQBjAGUAbgB0AGUAcgAvAA..&URL=http%3a%2f%2fwww.sdmesa.edu%2fstudents%2fservices%2fcareer-center%2f), or over the phone at (619) 388 – 2777. If you are looking for a job, go to JobConnect, [http://jobconnect.sdccd.edu/](https://mail.sdccd.edu/owa/redir.aspx?SURL=tH45XZRDMhw65_2UmzYFe4ERvrCw1juOLNs2iHHHkW2TnYFGn07SCGgAdAB0AHAAOgAvAC8AagBvAGIAYwBvAG4AbgBlAGMAdAAuAHMAZABjAGMAZAAuAGUAZAB1AC8A&URL=http%3a%2f%2fjobconnect.sdccd.edu%2f).

**Blackboard Orientation Material**  
You are expected to know how to use the Blackboard system. Some orientation material can be found in our Blackboard course shell after logging in. For additional training material, login instructions, student orientations, and support information please visit <http://www.sdccdonline.net/students/training/>. You can also call the 24/7 HelpDesk at 1-866-271-8794 or visit them online at <https://www.sdccdonline.net/help> for assistance with any technical issue that you experience with Blackboard.

**Changes to Syllabus**  
Although changes are not anticipated, the instructor reserves the right to modify or change the syllabus, schedule and/or assignments as necessary. Changes are announced online with sufficient notice of the change. It is the student’s responsibility to stay current with any course changes.

**Course Policies  
  
First Week Requirements**Please login and submit the Week 1 XAMPP installation and Lesson 1 online quiz and assignment activity by 8/31@11:59PM as indicated in your Lesson folder. This will demonstrate that you intend to complete the coursework. If you do not complete these assignments prior to this deadline, you will be dropped from the course for non-attendance and your seat will be opened up to allow someone on the waiting list to add the course before the deadline.

**Assessment Methods**  
This course will use a variety of methods to assess student's learning of the course objectives. You will read the textbook, take short open book quizzes, complete assignments. You will participate in discussion board topics with your classmates, applying what we learn in the readings. Some group work may be assigned. Since this is a hybrid course, all assessment - quizzes, assignments, and discussions - will be done online, using the course management system and the additional materials and software listed above.

**How the Course Operates**  
All of the lesson folder/links are available to you on Blackboard under the Lessons folder. Every week you will follow the directions in the corresponding lesson folders which will take you through the required activities for that week. Some weeks you will be required to participate in discussion board posts. Follow the directions carefully to receive full credit. **This course is not self-paced**, so students must complete one lesson per week except Chapters 8 and 13. All due dates are posted for each quiz and assignment activity -- which is Monday @ 11:59PM.

**Submitting Work**Quizzes and assignments cannot be submitted late. They are due during the assigned week.

**Late/Missed Assignments & Quizzes**Assignments and quizzes submitted after the due date deadline, will receive a ZERO. Please do all of the required exercise files for each lesson and submit one week **after** we finish the chapter in class. It is the responsibility of the student to proofread before submitting and accept the grade earned, learn from it, and apply those corrections to future assignments.

**Student Data Files**  
The exercise files are provided in the Lessons folder --> Week 1.

**Communication Guidelines & Netiquette**  
In all of our class communications, including discussion boards, emails, assignments, office hours, telephone, online chat, etc, please follow proper online netiquette which requires professional and courteous tone and presentation, and in no way contains anything lewd, offensive, indecent, or obscene. Please see the syllabus supplements for more information.Please read the District Netiquette Guidelines available at the following link: <http://www.sdccdonline.net/students/resources/NetiquetteGuidelines.pdf>

**Cheating/Plagiarism  
Using my exercise files as your own constitutes cheating and you will be dropped from my class and you will be reported**. Students are expected to be honest and ethical at all times in the pursuit of academic goals. Students who are found to be in violation of Administrative Procedure 3100.3 Honest Academic Conduct, will receive a grade of zero on the assignment, quiz, or exam in question and may be referred for disciplinary action in accordance with Administrative Procedure 3100.2, Student Disciplinary Procedures.

**Student Code of Conduct**

* Students are expected to adhere to the Student Code of Conduct at all times. Students who violate the Student Code of Conduct may be removed from class by the faculty for the class meeting in which the behavior occurred, and the next class meeting.
* Student access to class is removed for one week (5 instructional days).
* Acceptance of make‐up work during the removal.Incidents involving removal of a student from class will be reported to the college disciplinary officer for follow up.
  + I will not accept make up work.

The Student Code of Conduct can be found in Board of Trustees Policy, BP 3100, Student Rights, Responsibilities and Administrative Due Process posted on the District website at: http://www.sdccd.edu/public/district/policies/index.shtml

**Attendance**  
Attendance in an online course works a little differently. Since this is a fully online course, you do not need to be anywhere at any specific time. That gives us all a little more flexibility in terms of when to work on the course material. I do expect that you login to this course at least twice a week (hopefully more) to "attend" to the activities that need to be completed. Your attendance will be counted when you complete the required activities for the week in Blackboard. **Merely logging in is not enough. You must complete the work required of you for the week. If you do not complete the required work for the week, you are considered absent for the week and you will receive a zero for all assignments.**

**Below are attendance guidelines:**

* Each student MUST show consistent work each week in this class to avoid being DROPPED.
* Each student MUST TURN IN EACH ASSIGNMENT.
* Individual assignment grades may only be discussed with the instructor at the time of posting.

- It is the instructor’s discretion to withdraw a student due to lack of participation and/or **two** consecutive missed assignment.

**- A student may NOT BE DROPPED if he/she contacts the instructor ahead of the assignment due date to arrange an alternate solution.**

*- Do not wait until the end of the course to talk over an assignment grade.*

**Drop Policy**  
All due dates will be monitored. Students will be dropped without warning after missing two consecutive due dates, meaning that you have not taken a quiz or turned in an assignment, within a two week period, you will be dropped from the course. No exceptions will be considered. You will not receive any advanced notice prior to being dropped from the course.

* It is the student’s responsibility to drop all classes in which he/she is no longer participating.
* It is the instructor’s discretion to withdraw a student after the add/drop deadlines due to non-participation.
* Students must be actively participating in the course, meaning logging into the course, submitting assignments, posting to the discussion board, etc., weekly. Again, it is the instructor’s discretion to withdraw a student who is not active in the course.
* Students who remain enrolled in a class beyond the published withdrawal deadline, as stated in the class schedule, will receive an evaluative letter grade in this class.

**Grading**  
Each activity in the course is assigned a specific number of points. Specific instructions and grading rubrics for each of these activities will be given in Blackboard. Student grades are located in the My Grades tool in Blackboard.

**Course Policies  
  
First Week Requirements**Please login and submit the Week 1 XAMPP installation and Lesson 1 online quiz and assignment activity by 8/31@11:59PM as indicated in your Lesson folder. This will demonstrate that you intend to complete the coursework. If you do not complete these assignments prior to this deadline, you will be dropped from the course for non-attendance and your seat will be opened up to allow someone on the waiting list to add the course before the deadline.

**Assessment Methods**  
This course will use a variety of methods to assess student's learning of the course objectives. You will read the textbook, take short open book quizzes, complete assignments. You will participate in discussion board topics with your classmates, applying what we learn in the readings. Some group work may be assigned. Since this is a hybrid course, all assessment - quizzes, assignments, and discussions - will be done online, using the course management system and the additional materials and software listed above.

**How the Course Operates**  
All of the lesson folder/links are available to you on Blackboard under the Lessons folder. Every week you will follow the directions in the corresponding lesson folders which will take you through the required activities for that week. Some weeks you will be required to participate in discussion board posts. Follow the directions carefully to receive full credit. **This course is not self-paced**, so students must complete one lesson per week except Chapters 8 and 13. All due dates are posted for each quiz and assignment activity -- which is Monday @ 11:59PM.

**Submitting Work**Quizzes and assignments cannot be submitted late. They are due during the assigned week.

**Late/Missed Assignments & Quizzes**Assignments and quizzes submitted after the due date deadline, will receive a ZERO. Please do all of the required exercise files for each lesson and submit one week **after** we finish the chapter in class. It is the responsibility of the student to proofread before submitting and accept the grade earned, learn from it, and apply those corrections to future assignments.

**Student Data Files**  
The exercise files are provided in the Lessons folder --> Week 1.

**Communication Guidelines & Netiquette**  
In all of our class communications, including discussion boards, emails, assignments, office hours, telephone, online chat, etc, please follow proper online netiquette which requires professional and courteous tone and presentation, and in no way contains anything lewd, offensive, indecent, or obscene. Please see the syllabus supplements for more information.Please read the District Netiquette Guidelines available at the following link: <http://www.sdccdonline.net/students/resources/NetiquetteGuidelines.pdf>

**Cheating/Plagiarism  
Using my exercise files as your own constitutes cheating and you will be dropped from my class and you will be reported**. Students are expected to be honest and ethical at all times in the pursuit of academic goals. Students who are found to be in violation of Administrative Procedure 3100.3 Honest Academic Conduct, will receive a grade of zero on the assignment, quiz, or exam in question and may be referred for disciplinary action in accordance with Administrative Procedure 3100.2, Student Disciplinary Procedures.

**Student Code of Conduct**

* Students are expected to adhere to the Student Code of Conduct at all times. Students who violate the Student Code of Conduct may be removed from class by the faculty for the class meeting in which the behavior occurred, and the next class meeting.
* Student access to class is removed for one week (5 instructional days).
* Acceptance of make‐up work during the removal.Incidents involving removal of a student from class will be reported to the college disciplinary officer for follow up.
  + I will not accept make up work.

The Student Code of Conduct can be found in Board of Trustees Policy, BP 3100, Student Rights, Responsibilities and Administrative Due Process posted on the District website at: http://www.sdccd.edu/public/district/policies/index.shtml

**Attendance**  
Attendance in an online course works a little differently. Since this is a fully online course, you do not need to be anywhere at any specific time. That gives us all a little more flexibility in terms of when to work on the course material. I do expect that you login to this course at least twice a week (hopefully more) to "attend" to the activities that need to be completed. Your attendance will be counted when you complete the required activities for the week in Blackboard. **Merely logging in is not enough. You must complete the work required of you for the week. If you do not complete the required work for the week, you are considered absent for the week and you will receive a zero for all assignments.**

**Below are attendance guidelines:**

* Each student MUST show consistent work each week in this class to avoid being DROPPED.
* Each student MUST TURN IN EACH ASSIGNMENT.
* Individual assignment grades may only be discussed with the instructor at the time of posting.

- It is the instructor’s discretion to withdraw a student due to lack of participation and/or **two** consecutive missed assignment.

**- A student may NOT BE DROPPED if he/she contacts the instructor ahead of the assignment due date to arrange an alternate solution.**

*- Do not wait until the end of the course to talk over an assignment grade.*

**Drop Policy**  
All due dates will be monitored. Students will be dropped without warning after missing two consecutive due dates, meaning that you have not taken a quiz or turned in an assignment, within a two week period, you will be dropped from the course. No exceptions will be considered. You will not receive any advanced notice prior to being dropped from the course.

* It is the student’s responsibility to drop all classes in which he/she is no longer participating.
* It is the instructor’s discretion to withdraw a student after the add/drop deadlines due to non-participation.
* Students must be actively participating in the course, meaning logging into the course, submitting assignments, posting to the discussion board, etc., weekly. Again, it is the instructor’s discretion to withdraw a student who is not active in the course.
* Students who remain enrolled in a class beyond the published withdrawal deadline, as stated in the class schedule, will receive an evaluative letter grade in this class.

**Grading**  
Each activity in the course is assigned a specific number of points. Specific instructions and grading rubrics for each of these activities will be given in Blackboard. Student grades are located in the My Grades tool in Blackboard.

**Course Policies  
  
First Week Requirements**Please login and submit the Week 1 XAMPP installation and Lesson 1 online quiz and assignment activity by 8/31@11:59PM as indicated in your Lesson folder. This will demonstrate that you intend to complete the coursework. If you do not complete these assignments prior to this deadline, you will be dropped from the course for non-attendance and your seat will be opened up to allow someone on the waiting list to add the course before the deadline.

**Assessment Methods**  
This course will use a variety of methods to assess student's learning of the course objectives. You will read the textbook, take short open book quizzes, complete assignments. You will participate in discussion board topics with your classmates, applying what we learn in the readings. Some group work may be assigned. Since this is a hybrid course, all assessment - quizzes, assignments, and discussions - will be done online, using the course management system and the additional materials and software listed above.

**How the Course Operates**  
All of the lesson folder/links are available to you on Blackboard under the Lessons folder. Every week you will follow the directions in the corresponding lesson folders which will take you through the required activities for that week. Some weeks you will be required to participate in discussion board posts. Follow the directions carefully to receive full credit. **This course is not self-paced**, so students must complete one lesson per week except Chapters 8 and 13. All due dates are posted for each quiz and assignment activity -- which is Monday @ 11:59PM.

**Submitting Work**Quizzes and assignments cannot be submitted late. They are due during the assigned week.

**Late/Missed Assignments & Quizzes**Assignments and quizzes submitted after the due date deadline, will receive a ZERO. Please do all of the required exercise files for each lesson and submit one week **after** we finish the chapter in class. It is the responsibility of the student to proofread before submitting and accept the grade earned, learn from it, and apply those corrections to future assignments.

**Student Data Files**  
The exercise files are provided in the Lessons folder --> Week 1.

**Communication Guidelines & Netiquette**  
In all of our class communications, including discussion boards, emails, assignments, office hours, telephone, online chat, etc, please follow proper online netiquette which requires professional and courteous tone and presentation, and in no way contains anything lewd, offensive, indecent, or obscene. Please see the syllabus supplements for more information.Please read the District Netiquette Guidelines available at the following link: <http://www.sdccdonline.net/students/resources/NetiquetteGuidelines.pdf>

**Cheating/Plagiarism  
Using my exercise files as your own constitutes cheating and you will be dropped from my class and you will be reported**. Students are expected to be honest and ethical at all times in the pursuit of academic goals. Students who are found to be in violation of Administrative Procedure 3100.3 Honest Academic Conduct, will receive a grade of zero on the assignment, quiz, or exam in question and may be referred for disciplinary action in accordance with Administrative Procedure 3100.2, Student Disciplinary Procedures.

**Student Code of Conduct**

* Students are expected to adhere to the Student Code of Conduct at all times. Students who violate the Student Code of Conduct may be removed from class by the faculty for the class meeting in which the behavior occurred, and the next class meeting.
* Student access to class is removed for one week (5 instructional days).
* Acceptance of make‐up work during the removal.Incidents involving removal of a student from class will be reported to the college disciplinary officer for follow up.
  + I will not accept make up work.

The Student Code of Conduct can be found in Board of Trustees Policy, BP 3100, Student Rights, Responsibilities and Administrative Due Process posted on the District website at: http://www.sdccd.edu/public/district/policies/index.shtml

**Attendance**  
Attendance in an online course works a little differently. Since this is a fully online course, you do not need to be anywhere at any specific time. That gives us all a little more flexibility in terms of when to work on the course material. I do expect that you login to this course at least twice a week (hopefully more) to "attend" to the activities that need to be completed. Your attendance will be counted when you complete the required activities for the week in Blackboard. **Merely logging in is not enough. You must complete the work required of you for the week. If you do not complete the required work for the week, you are considered absent for the week and you will receive a zero for all assignments.**

**Below are attendance guidelines:**

* Each student MUST show consistent work each week in this class to avoid being DROPPED.
* Each student MUST TURN IN EACH ASSIGNMENT.
* Individual assignment grades may only be discussed with the instructor at the time of posting.

- It is the instructor’s discretion to withdraw a student due to lack of participation and/or **two** consecutive missed assignment.

**- A student may NOT BE DROPPED if he/she contacts the instructor ahead of the assignment due date to arrange an alternate solution.**

*- Do not wait until the end of the course to talk over an assignment grade.*

**Drop Policy**  
All due dates will be monitored. Students will be dropped without warning after missing two consecutive due dates, meaning that you have not taken a quiz or turned in an assignment, within a two week period, you will be dropped from the course. No exceptions will be considered. You will not receive any advanced notice prior to being dropped from the course.

* It is the student’s responsibility to drop all classes in which he/she is no longer participating.
* It is the instructor’s discretion to withdraw a student after the add/drop deadlines due to non-participation.
* Students must be actively participating in the course, meaning logging into the course, submitting assignments, posting to the discussion board, etc., weekly. Again, it is the instructor’s discretion to withdraw a student who is not active in the course.
* Students who remain enrolled in a class beyond the published withdrawal deadline, as stated in the class schedule, will receive an evaluative letter grade in this class.

**Grading**  
Each activity in the course is assigned a specific number of points. Specific instructions and grading rubrics for each of these activities will be given in Blackboard. Student grades are located in the My Grades tool in Blackboard.

**Course Policies  
  
First Week Requirements**Please login and submit the Week 1 XAMPP installation and Lesson 1 online quiz and assignment activity by 8/31@11:59PM as indicated in your Lesson folder. This will demonstrate that you intend to complete the coursework. If you do not complete these assignments prior to this deadline, you will be dropped from the course for non-attendance and your seat will be opened up to allow someone on the waiting list to add the course before the deadline.

**Assessment Methods**  
This course will use a variety of methods to assess student's learning of the course objectives. You will read the textbook, take short open book quizzes, complete assignments. You will participate in discussion board topics with your classmates, applying what we learn in the readings. Some group work may be assigned. Since this is a hybrid course, all assessment - quizzes, assignments, and discussions - will be done online, using the course management system and the additional materials and software listed above.

**How the Course Operates**  
All of the lesson folder/links are available to you on Blackboard under the Lessons folder. Every week you will follow the directions in the corresponding lesson folders which will take you through the required activities for that week. Some weeks you will be required to participate in discussion board posts. Follow the directions carefully to receive full credit. **This course is not self-paced**, so students must complete one lesson per week except Chapters 8 and 13. All due dates are posted for each quiz and assignment activity -- which is Monday @ 11:59PM.

**Submitting Work**Quizzes and assignments cannot be submitted late. They are due during the assigned week.

**Late/Missed Assignments & Quizzes**Assignments and quizzes submitted after the due date deadline, will receive a ZERO. Please do all of the required exercise files for each lesson and submit one week **after** we finish the chapter in class. It is the responsibility of the student to proofread before submitting and accept the grade earned, learn from it, and apply those corrections to future assignments.

**Student Data Files**  
The exercise files are provided in the Lessons folder --> Week 1.

**Communication Guidelines & Netiquette**  
In all of our class communications, including discussion boards, emails, assignments, office hours, telephone, online chat, etc, please follow proper online netiquette which requires professional and courteous tone and presentation, and in no way contains anything lewd, offensive, indecent, or obscene. Please see the syllabus supplements for more information.Please read the District Netiquette Guidelines available at the following link: <http://www.sdccdonline.net/students/resources/NetiquetteGuidelines.pdf>

**Cheating/Plagiarism  
Using my exercise files as your own constitutes cheating and you will be dropped from my class and you will be reported**. Students are expected to be honest and ethical at all times in the pursuit of academic goals. Students who are found to be in violation of Administrative Procedure 3100.3 Honest Academic Conduct, will receive a grade of zero on the assignment, quiz, or exam in question and may be referred for disciplinary action in accordance with Administrative Procedure 3100.2, Student Disciplinary Procedures.

**Student Code of Conduct**

* Students are expected to adhere to the Student Code of Conduct at all times. Students who violate the Student Code of Conduct may be removed from class by the faculty for the class meeting in which the behavior occurred, and the next class meeting.
* Student access to class is removed for one week (5 instructional days).
* Acceptance of make‐up work during the removal.Incidents involving removal of a student from class will be reported to the college disciplinary officer for follow up.
  + I will not accept make up work.

The Student Code of Conduct can be found in Board of Trustees Policy, BP 3100, Student Rights, Responsibilities and Administrative Due Process posted on the District website at: http://www.sdccd.edu/public/district/policies/index.shtml

**Attendance**  
Attendance in an online course works a little differently. Since this is a fully online course, you do not need to be anywhere at any specific time. That gives us all a little more flexibility in terms of when to work on the course material. I do expect that you login to this course at least twice a week (hopefully more) to "attend" to the activities that need to be completed. Your attendance will be counted when you complete the required activities for the week in Blackboard. **Merely logging in is not enough. You must complete the work required of you for the week. If you do not complete the required work for the week, you are considered absent for the week and you will receive a zero for all assignments.**

**Below are attendance guidelines:**

* Each student MUST show consistent work each week in this class to avoid being DROPPED.
* Each student MUST TURN IN EACH ASSIGNMENT.
* Individual assignment grades may only be discussed with the instructor at the time of posting.

- It is the instructor’s discretion to withdraw a student due to lack of participation and/or **two** consecutive missed assignment.

**- A student may NOT BE DROPPED if he/she contacts the instructor ahead of the assignment due date to arrange an alternate solution.**

*- Do not wait until the end of the course to talk over an assignment grade.*

**Drop Policy**  
All due dates will be monitored. Students will be dropped without warning after missing two consecutive due dates, meaning that you have not taken a quiz or turned in an assignment, within a two week period, you will be dropped from the course. No exceptions will be considered. You will not receive any advanced notice prior to being dropped from the course.

* It is the student’s responsibility to drop all classes in which he/she is no longer participating.
* It is the instructor’s discretion to withdraw a student after the add/drop deadlines due to non-participation.
* Students must be actively participating in the course, meaning logging into the course, submitting assignments, posting to the discussion board, etc., weekly. Again, it is the instructor’s discretion to withdraw a student who is not active in the course.
* Students who remain enrolled in a class beyond the published withdrawal deadline, as stated in the class schedule, will receive an evaluative letter grade in this class.

**Grading**  
Each activity in the course is assigned a specific number of points. Specific instructions and grading rubrics for each of these activities will be given in Blackboard. Student grades are located in the My Grades tool in Blackboard.