

PRINCE GEORGE'S COMMUNITY COLLEGE

Welcome to CIS 1130 ONLINE!
Fall, 2008

INSTRUCTOR: Professor Sally Sullivan
Computer Information Systems

I have been on the faculty at PGCC since 1981 and have served full time in the Computer Information Systems Department since 1994. I have also trained many individuals in the use of personal productivity software such as Microsoft Office. I have extensive experience in database programming and expertise in several programming languages including C++ and Visual Basic. I have recently earned a Graduate Certificate in Security Management from Capitol College and become a Certified Information Systems Security Professional.

OFFICE: High Tech Center Room 129B

PHONE NUMBERS 301-322-0775
301-322-0752 (CIS Secretary, Mrs. Kaufman)

EMAIL ADDRESS SSullivan@pgcc.edu
To facilitate email communication with me, please include the code **CCGP07**, either in the subject or the first line of any emails to me during the Fall semester. (The code stops legitimate email messages from being evaluated wrongly as SPAM but does not allow emails that contain a virus or illegal attachment into our network.) **Please don't make this the only thing in your subject line—let me know why you are writing, in addition to the code!**

WEB PAGE <http://academic.pgcc.edu/~ssullivan>

OFFICE HOURS: will be finalized by August 25. See above web page url.

COURSE DESCRIPTION: Introduction to computer programming using the C++ language. Emphasis is placed on programming design and development, data types, control structures, functions and arrays. (Formerly CIS 111 and CIS 113; credit may not be received for both CIS 1130 and CIS 111 or CIS 113) Prerequisite: CIS 101 (now called 1010) completed or concurrent.

Course Learning Outcomes

Upon successful completion of this course, a student will be able to:

1. Develop an i-p-o chart for a specific programming problem
2. Develop an algorithm to solve a specific programming problem by using pseudocode or flowcharting
3. Write a working business oriented C++ program that includes calculation, selection and repetition and that accomplishes most tasks in functions

4. Identify and correct syntax and logic errors in a program
5. Analyze and trace logic in an existing program
6. Use console and file input/output techniques
7. Describe the importance of documentation and data validation and explain how to use them in a C++ program
8. Construct and use one dimensional and parallel one dimensional arrays in a C++ program

GRADING CRITERIA:

14 practice chapter tests (may be taken up to 3 times—highest grade counts) 10 points each	140
3 Discussion Board Forums (30 points each)	90
3 major programming project assignments (100 points each)	300
9 Programming Quizzes (may be taken twice—grades are averaged) 10 pts each)	90
Test 1 (at Campus Assessment Center)	100
Test 2 (Online)	100
Comprehensive Final (at Campus Assessment Center)	200
Total Possible Points	1020

Grades, at the end of the semester, will be assigned on the basis of the following:
90% and above=A; 80-89%=B; 70-79%=C; 60-69%=D; below 60%=F

When I fill out grades, I must choose from the above or assign one of the following:

- I Incomplete
- Q Administrative withdrawal for students who “disappeared” during first several weeks of class but did not officially withdraw. You cannot be reinstated in the course if you are given a Q for non-participation.
- H audit; students pays for and attends class but does not receive a grade or earn credit. Last day this semester to change from credit to audit or audit to credit is 9/26.
- W student officially withdrew from course (deadline this semester is 11/21).

A word about the grade of I. In many years of teaching at PGCC, I have given this grade about 6 times. It is not given for students who simply need more time to complete the work of the course! Everyone would like extra time to finish the course. Deadlines are deadlines. This grade is reserved for extraordinary circumstances and in general this means that a student attended and was passing the course, but after the deadline for withdrawal, the student, due to circumstances beyond his or her control, was unable to finish the course by the end of the semester. The grade of “I” involves paperwork forwarded to the Dean and must contain student’s signature. It is not something that I alone can decide to do. Students who receive a grade of “I” must complete the course work by the end of the following semester (or by the date specified on the form), and then their grade is changed to the one they earned. If a student does not complete the work by this time, then the grade changes to F. If you receive a D or an F at PGCC, you may retake the course. When you do, the new grade replaces the old one in the calculation of your GPA.

Quick Content Roadmap (overview only—see the Course Outline as well

This course is divided into 9 modules. Use the following chart to see how they fit together:

Module	Content	Chapter(s)	Comments
1	Programming planning tools	1 & 2	Lighter work load
2	Using the compiler to create a program	3	Lots of computer time
3	Variables, constants, assignment statements	4	The core of the course. Fundamental concepts you must master to program in C++ or any other programming language. Most of the material on the final will come from these chapters.
4	Selection structure	5 & 6	
5	Repetition structure	7 & 8	
6	Functions	9 & 10	
7	Arrays	11	
8	String manipulation, files	12 & 13	Introduction only; few questions on final
9	Classes and objects	14	Introduction to object-oriented programming; not on final

HOW ASSIGNMENTS ARE TO BE SUBMITTED: The graded work referred to above will be submitted in the following way. The major programming project assignments will be submitted in Blackboard. The assignments will be located in the Module Folders (the module where they are first assigned, probably about 3 weeks before their due date). Programming quizzes will be in the module for the material they cover. Practice tests are in Course Documents under the relevant chapter. Please do NOT use the Digital Dropbox or email attachments or the Discussion Board to submit any assignments. The item explaining the assignment will also have buttons labeled Save and Submit. Save is used if you find you are not ready to submit the entire assignment. You need NOT use save if you have your assignment completed and come in to the assignment area to submit it for grading. Just click the Submit button and the instructor will receive it.

Discussion Board points are earned by solving and submitting programming exercises at the end of the chapters (more explanation later in syllabus). To earn your 30 points you must have 3 substantial contributions. A substantial contribution is either a submission of a problem solution or a correction or improvement to another student's submission (no "good job" or similar non-specific comments will receive points). Each 5 weeks, we will begin a new forum and you once again have a chance to earn 30 points.

Of the three major tests, **Test 1 and the Final Exam will both be taken on campus (Test 2 will be taken online)**. Be aware that for tests, you should not launch until you are actually ready to complete. Although practice quizzes may be taken up to 3 times (only your highest grade counts), each programming quiz may be taken twice, with your recorded grade being an average of your two attempts (if you take it twice), so it is important not to launch until you are ready to

complete. For assignments, go there as soon as they are posted so you can print them out; you'll come back to the same location when you're ready to submit your completed work.

LAB INFORMATION: Please see the CIS Info Sheet for locations, hours and policies, should you want to work on your programs on campus. This is obviously an option if you should experience computer problems at any time during the course.

Where to Find Assigned Work and Navigate the Course Successfully

You're reading the Syllabus now, so you must have gotten a good start by going to **Course Information**. If you lose your printout (hope you've made one!), you can get another copy there. You will also find a few other documents containing general information to help you. Always go to the **Modules** first to get started. Your reading assignment will be there, as well as programming quizzes, major programming projects (when assigned). You will also need to go to **Course Documents** to get important components for each text chapter. You will find a folder for each chapter containing the Topic Review, PowerPoint Presentation and Practice Test. Some points are available for participating in the **Discussion Board** Forums (there will be one for each 5 weeks of the course), so be sure to go there to participate. Last, you should carefully read every **Announcement** on the opening page of Blackboard (use the View All button if you've not been to the course for more than a few days).

Suggested Systematic Approach to Module Completion

1. Get an overview of what you will learn by reading the learning outcomes (what you should be able to do after your chapter study) on the first page of the chapter. You may also want to use the Topic Review (Course Documents, particular chapter folder) as a sort of overview of the chapter's concepts.
2. Thoroughly read the Concepts section of the chapter or chapters involved (and reread if possible). If you cut corners by going right to the rest of the work, you'll end up spending more time!
3. Do the Review Questions and Pencil and Paper Exercises that follow the Concepts section of the chapter. If you're uncertain about any answers, post a thread on the discussion board. In fact, if no one else has yet done so, you can post your answers to see if others agree.
4. Take the Practice Test for the chapter you have read. You will find the Practice Test for the chapter Under Course Documents in a folder for the specific chapter. If you miss questions, re-read to discover why you missed them. If you re-take the test (you can do this twice), you'll have some of the same questions and some different ones, so don't try to just memorize the answers—instead learn the concepts so you can answer any questions! **Your highest grade (if you retake) is the one that counts, so you have nothing to lose by taking the test multiple times.**
5. Use the PowerPoint slides and the Topic Review for each chapter to review important concepts (under Course Documents, particular chapter folder).
6. Beginning with Chapter 3, do the "Application Lesson" at your computer. After completing the lab exercises, discuss any problems you had on the Discussion Board.
7. Once you complete the Application Lesson from your text and have worked through the lab exercises, you should be prepared to do the programming exercises that follow. You will not be turning these in, but I strongly suggest you do as many of them as possible. It would be great if students post their solutions on the Discussion Board Forum for class discussion. This is how you will both earn your 30 points and learn the material well. I will often select one of the problems and discuss it myself there.
8. Use any other resources I put in the module's folder to help learn the concepts and skills.
9. Take the programming quiz (these will be only for Chapters 3-11). The programming quiz may be taken twice and it will be timed. Be prepared when you launch it, because ***your two grades will be averaged. If you get a 0 on your first attempt, then you can only score 50% even if your next grade is 100%.*** However, 50% is a lot better than 0! You will write a program and submit it. In many cases, I will select one of the exercises from the end of the application lesson (the ones you've been discussing on the Forums!), although I may change it slightly.
10. During each 5 weeks of the course, you'll be working on a major programming project. Each of these will take you a while to complete and is worth 100 points, so I urge you to start on them as soon as they are assigned. Although I encourage you to ask questions and discuss these projects in general on the Discussion Board Forums, each student is to produce his or her own flowchart with Visual Logic and C++ to fulfill these assignments. Duplicate work will be considered plagiarism and will be dealt with as such. You will have many models to follow, including the program I use for demonstration, exercises posted on the Discussion Board Forums, a posted solution to the programming quiz, etc. There should be no reason for not doing your own work!

How Module 1 of CIS 113 is Different from the Rest of the Course

The first module of the course includes Chapters 1 and 2 in your text, which cover some important overall concepts and tools for programmers that are useful regardless of what programming language you are using. During this module you will not be programming in C++ and therefore the work load may be a little less. One of the reasons the course is designed this way is to give everyone time to read all course documents under Course Information, set up your own calendar with important due dates, install the necessary software and get oriented to the course.

Chapter 1 contains an interesting tool called Rob the Mechanical Man, designed to introduce you to the three control structures or building blocks that are used to create all programs in all programming languages. To do the Rob exercises, you need to install a small software program that is included in your downloaded data files (it's in the Chapter 1 folder). Because this material is not absolutely necessary, there are no graded assignments or programming quizzes on this material. The module will include taking the practice tests for Chapters 1 and 2 though. I want to make sure you are not over-burdened the first two weeks of class in case you have any difficulties getting on to Blackboard, installing software, downloading the data files, etc. On the other hand, I do want to encourage you explore this tool if you have time. Therefore, I will give extra credit to students who post their solutions to the Rob problem you work through in the chapter (it's pictured on p. 26) or any of the following exercises: 1, 2, 3, 4, 9, or 10 (pp. 27-32).

Important: only one student (or two if you want to work with a partner) can receive credit for each exercise (10 points extra credit). You'll post in the Part I Discussion Board. Be sure to include both names if you're working with a partner). You may reserve a problem by posting a thread saying what problem you will do. You will then have 48 hours to post your solution (just do a screen capture and place in a Word document for posting). I will remove threads after 48 hours if a solution has not been posted. A student (or a pair) may work on a second problem if it looks like not many students are participating—use your own judgment. Here's one more extra credit opportunity for Module 1. Chapter 2 steps you through a very important planning process all programmers should use: analyzing a problem to discover what output is called for, what inputs will be needed to produce that output and defining any intermediate items (called processing items). The chart is called an input-processing-output chart. In your text, the algorithm (which is a step by step "recipe" that will, if followed, turn the input into the desired output) is included in pseudocode under the IPO items. In this class we will be using a tool called Visual Logic (it was bundled with your text) to produce a flowchart to create and test our algorithms. Install the tool by following the directions on the package and see if you can use it to produce flowcharts of the following algorithms (each is a separate problem—one or two students to a problem, with same procedure as described in previous paragraph):

- Pay raise, p. 43 (a flowchart is shown on the next page)
- Price increase, p. 45
- Bonus, p. 46
- Gas Mileage, p. 52
- Wallpaper, p. 67
- Property tax, p. 71
- Average, p. 75

COURSE OUTLINE:

Due dates are by midnight (end of day on due date). Semester begins Monday, August 25.

Week and Ending Date	Topics and Text Readings	Due Dates
1 9/3	Module 1 (includes Chap. 1 & 2). Preliminary concepts such as control structures, program planning through IPO charts and Visual Logic. Modules in Blackboard under Modules button.	Get grounded in the course; do all reading and Blackboard practice tests
2 9/10	Module 1 continues Keep working on practice tests for chapters; contribute to discussion board; Read everything!	Read “How Module 1 is Different” section of the syllabus—extra credit opportunity described there!
3 9/17	Module 2 (Chap. 3). Introduction to using compiler to create a program. Begin working on Programming Project 1	Mod. 2 Programming Quiz must be taken no later than 9/17
4 9/24	Module 3 (Chap. 4). Variables, Constants, Arithmetic Operators and Assignment Statements; Continue on Programming Project 1	
5 10/1	Test 1 on Chapters 1-4 available in Student Assessment Services **9/29-10/6**	Mod. 3 Programming Quiz must be taken no later than 10/1 .
6 10/8	Module 4 (Chap. 5 & 6) The Selection Structure.	Practice Tests, Chapters 1-4 not available after 10/8 Programming Project 1 due by 10/8
7 10/15	Module 4 continues Begin working on Programming Project 2	Both Mod. 4 Programming Quizzes must be taken no later than 10/15
8 10/29	Module 5 (Chap. 7 & 8) The Repetition Structure	Work on Programming Project 2 should be ongoing during this time.
9 11/5	Module 5 continues	
10 11/12	Test 2 on Chapters 5-8 available ONLINE **11/6-11/12**	Both Mod 5 Programming Quizzes due 11/12
11 11/19	Module 6 (Chap. 9 & 10) Functions Begin work on Programming Project 3 and complete and submit before 12/10 (early submissions welcome)	Practice Tests, Chapters 5-8 not available after 11/12 Programming Project 2 due 11/12
12 11/26	Module 6 continues	
13 12/3	Module 7 (Chap. 11) Arrays.	Both Mod 6 Programming Quizzes due 12/3
14 12/10	Module 8 (Chap. 12 & 13), String Manipulation & Sequential Access Files (these chapters will have very little material on the final)	Mod 7 Programming Quiz due 12/3 No programming quizzes on Mods 8 & 9.
15 12/15	Module 9 (Chap. 14), Objects and Classes (this chapter will not be on the final)	Programming Project 3 due 12/10
Finals 12/9-12/15	Comprehensive Final Exam Available in Student Assessment Services 12/9-12/15 ** Note that 12/15 is a Monday, not a Wednesday!	Practice Tests, Chapters 9-14 not available after 12/13

HOW TO LOG IN TO BLACKBOARD

Blackboard is a web-based program that serves as the college's online classroom. You will use Blackboard to communicate with your instructor, to see your course materials, to submit assignments and to discuss course ideas with your classmates.

To log in to your Blackboard course, please follow these steps:

1. Go to the Prince George's Community College Blackboard web site, located at <http://pgconline.blackboard.com>. NOTE: There is no "www" in the address.
2. ALL STUDENTS must log in to Blackboard using their *myPGCC* account (this includes students who have used Blackboard in the past).
3. If you do not have a *myPGCC* account,
 - o Go to <http://my.pgcc.edu> to create a *myPGCC* account and receive the username and password you need to log in to Blackboard.
4. If you already have a *myPGCC* account,
 - o Go to <http://my.pgcc.edu> to reset your *myPGCC* password if you created a *myPGCC* account prior to summer 2005. You must change your password to access Blackboard.
5. Once you have your *myPGCC* account information, type it in the Blackboard login box at <http://pgconline.blackboard.com>.
6. If your login is successful, you will see the Blackboard "Welcome" screen. In the box labeled "My Courses", you will see the course or a list of courses in which you are enrolled. Click on the course name to enter your Blackboard course.

Immediately change your Blackboard email address.

When information is downloaded into Blackboard from the college's database, your email address does not necessarily automatically download. The email address first posted in Blackboard may be a generic address given to everyone. To ensure that your instructor can contact you by email, it is VERY important to change your email address as soon as you log in to Blackboard for the first time. Here are the steps for changing your Blackboard email address:

1. From YOUR Blackboard Welcome page (you will see WELCOME, ___! in bold letters at the top of this page), click on Personal Information in the Tools Box on the left side.
2. Click on **Edit Personal Information**.
3. Change your email address to the email address you check most often).
4. Click the **Submit** button in the lower right corner to save the changes you have made.

IMPORTANT DATES:

No classes – College closed – Labor Day	Saturday-Monday, August 30-September 1
Last day to apply for fall graduation	Monday, September 15
Last day to change from “credit to audit” or “audit to credit” for full-semester classes	Friday, September 26
Last day to withdraw from first half-semester classes	Friday, October 3
No classes – College Enrichment Day	Tuesday, October 28
Last day to withdraw from full semester classes	Friday, November 21
Last day to withdraw from second half-semester classes	Tuesday, November 25
No classes – Start of Thanksgiving Break	Wednesday, November 26
No classes – College closed – Thanksgiving Break	Thursday-Sunday, November 27-30
Advance registration for Intersession and spring 2009	Monday-Friday, December 1-5
Begin open registration for Intersession and spring 2009	Monday, December 8
Final exam period/last week of fall 2008 classes	Tuesday-Monday, December 9-15
Registration for Intersession ends. Spring registration closes. Registration resumes Monday, January 5	Wednesday, December 17
College Closed – Winter Break	Saturday-Sunday, December 20-January 4

Spring 2009 credit classes begin Thursday, January 22, 2009.

DELAYED COLLEGE OPENINGS: (FYI, if you come to campus for classes)

When the college announces a delayed opening, all classes with at least 45 minutes of class time remaining at the time of the opening will be held. For example, in the event of a 10 a.m. opening, a 9:30-10:45 a.m. class will be held. This procedure applies to all credit classes.

DISABILITY SUPPORT SERVICES
Students requesting academic accommodations are required to contact the Disability Support Services Office (B-124) or call (301) 322-0838 (voice) or (301) 322-0122 (TTY) to establish eligibility for services and accommodations. Students with documented disabilities should discuss the matter privately with their instructors at the beginning of the semester and provide a copy of their Student/Faculty Accommodation Form.

CODE OF CONDUCT
The Prince George's Community College Code of Conduct defines the rights and responsibilities of students and establishes a system of procedures for dealing with students charged with violations of the code and other rules and regulations of the college. A student enrolling in the college assumes an obligation to conduct himself/herself in a manner compatible with the college's function as an educational institution. Refer to the 2008-2009 Student Handbook, beginning on page 49, for a complete explanation of the Code of Conduct, including the Code of Academic Integrity and the procedure for dealing with disruptive student behavior.

CODE OF ACADEMIC INTEGRITY
The college is an institution of higher learning that holds academic integrity as its highest principle. In the pursuit of knowledge, the college community expects that all students, faculty, and staff will share responsibility for adhering to the values of honesty and unquestionable integrity. To support a community committed to academic achievement and scholarship, the Code of Academic Integrity advances the principle of honest representation in the work that is produced by students seeking to engage fully in the learning process. The complete text of the Code of Academic

ONLINE CLASSROOM POLICIES:

Online Etiquette Rules

Rules for interacting with others in this online course:

- Unless directed otherwise by your instructor, you should write email and discussion board postings in standard written English (the kind of language you would expect to find in a workplace). Messages should be short and to the point.
- Make sure that you use a meaningful subject line so that your readers will have a clear idea of who sent the message and what the message contains. Many instructors and students are either teaching or taking more than one online class; make the specific class clear from the subject line.
 - Good example - "Subject: XXX 000, J Smith, My feedback on the Taylor article."
 - Poor example - "Subject: Interesting Stuff."
- Use all capital letters sparingly. Capitalize words only to highlight an important point or to distinguish a title or heading. Capitalizing whole words that are not titles is generally seen as SHOUTING and is often offensive to the reader.
- Be courteous about what you say about others in an electronic format. Never say anything in an email or on a discussion board that you would not want to see printed in the newspaper.
- When reacting to someone else's message, address the ideas, not the person.
- Be careful when using sarcasm and humor. Without face-to-face communications your joke may be viewed as criticism.
- Be careful not to get too personal too fast.
- Be respectful of other, diverse opinions. Don't assume that everyone shares the same views or background.
- Be aware of potential compatibility problems when sharing electronic files. Even though you may be able to "attach" a file to an electronic message, your recipient(s) may not be successful in opening your file on the other end.
- Don't share copyrighted materials. Most things on the Internet are NOT "fair use." Instead of copying a relevant article or web page, provide a link to the material along with a short description of its significance.

(Netiquette rules based on materials developed by World Campus, Penn State)

Computer/Internet Requirements:

Computer/internet access and mastery of basic computer skills are considered to be the student's responsibility. To complete online courses, you must have access to:

- **Computer:** Pentium-class or MAC computer with at least 128 MB RAM
- **Internet connection:** Dial-up 56K modem. Broadband (DSL, Cable-modem, Satellite) is highly recommended.
- **Internet Service Provider (ISP):** Examples: AOL, Verizon, MSN, NetZero, etc.
- **Email:** Your own personal email address; this is available free through sources such as Yahoo, Hotmail, and Gmail.
- **Web Browser:** Internet Explorer 6.0 (or higher), Firefox 1.5 (or higher), or Safari 1.2 (or higher)

- **Software:** Word Processing software (Microsoft Word is the college standard); PowerPoint (suggested to view instructor presentations); Adobe Reader (suggested to view “pdf” files); see “Downloading and Installing C++” under Course Information (where you found this syllabus) for information about C++ software.

Instructor Contact:

The best way to reach your instructor is by email through Blackboard communication. This is because I occasionally need to change where my email is directed due to problems with the college email, the one I usually use. If I make this change in Blackboard and you email me through Blackboard, then your email will always go to the correct email account. I will usually respond to email and phone messages within 24-48 hours, although I don't always check on the weekend. Be aware that I do not check my voice mail nearly as often as my email.

Be sure to contact your instructor if you have any questions or problems with your online course. When communicating with your instructor, be sure you provide your full name, the course name and reference number for which you are enrolled. If sending an email, be sure to include the code CCGP07 in the subject line so that your email will bypass the college spam filter. An example email subject line is: James Smith, CIS 1130, problem with homework CCGP07.

Technical Support for Your Online Course:

Looking for answers to technical questions? The Technical Support area of the Distance Learning Center website has a wealth of technical information including Blackboard login instructions, orientation information, hardware and software requirements, web browser plug-ins and downloads, technical tips and frequently asked questions (FAQs). The website for the DL Technical Support area is: <http://www.pgconline.com/techsupport.html>.

If you have visited the DL website and you need additional technical assistance with your online course, you should contact the Distance Learning Center immediately! You may email or call the Distance Learning Center at: Email: DistanceLearn@pgcc.edu, Telephone: 301-322-0463, FAX: 301-386-7568. You may also visit their office on campus in the Temporary Office (TO) Building, Room 100 (behind Lanham Hall). The Distance Learning Center is open M-F, 8:30 am to 4:30 pm with phone/email support until 9:00 pm.

Online and Distance Learning Library Services:

Online library services, resources and tools are available for online students. You may access the online library resources at: <http://www-old.pgcc.edu/library/online.htm>. You may access the online library databases directly at: <http://www-old.pgcc.edu/library/online.htm>.

CAMPUS RESOURCES AND SERVICES:

Student Development Services

Student Development Services offers programs that provide students with advising, individual counseling, and mentoring. For more information, call 301-322-0886 or check the website: <http://www.pgcc.edu/current/academicresources/studentdevelopmentservices>

Computer and Learning Labs

Office	Location	Phone	Hours of Operation
Marlboro Learning Lab	Marlboro Hall Room 2129	301-322-0503	Mon.-Thurs.: 8 am – 8:45 pm Fri.: 8 am – 3:45 pm Sat.: 8:30 am – 2:45 pm Sun.: 10 am – 1 pm
Math Learning Center	Marlboro Hall Room 3104	301-583-5257	Mon.-Thurs.: 9 am – 8 pm Fri.: 9 am – 5 pm Sat.: 9 am – 2 pm Sun.: Closed
Open Computer Lab Bladen Computer Center	Bladen Hall Room 104	301-322-0999	Mon.-Thurs.: 8 am – 10:15 pm Fri.: 8 am – 5 pm Sat.: 9 am – 5 pm Sun.: Closed
Open Computer Lab High Technology Computer Center	High Technology Center Rooms 101 and 201	301-322-0999	Mon.-Fri.: 8 am – 10:15 pm Sat.: 9 am – 5 pm (first floor only) Sun.: Closed

Other Resources, Services, and Academic Support

Office	Location	Phone	Hours of Operation
Academic Advising	Bladen Hall Room 124	301-322-0151	Mon.-Thurs.: 8:30 am – 8 pm Fri: 8:30 am – 5 pm Sat.: Closed Sun: Closed Exception: August 16 and Sept. 6 Sat: 9:00 am – 1 pm

Academic Advising Website: <http://www.pgcc.edu/current/academicResources/academicAdvising.aspx>

Office	Location	Phone	Hours of Operation
Bookstore	Largo Student Center Room 116	301-322-0912	Hours vary at beginning and end of the semester. Please call or check website to confirm.
Bookstore Website: http://www-old.pgcc.edu/pgweb/pgdocs/bookstore.html			
Campus Police	Facilities Management Building	301-322-0666	24 hours, 7 days a week
College Life Services	Largo Student Center Room 149	301-322-0853	Mon.-Fri.: 8:30 am – 5 pm
Distance Learning	Temporary Office (TO) Building Room 100	301-322-0463	Mon.-Fri.: 8:30 am – 4:30 pm with phone support available until 9 pm
Distance Learning Website: www.pgconline.com			
Library	Lanham Hall Room 112	301-322-0476	Mon-Thurs.: 8 am – 8 pm Fri.: 8 am – 5 pm Sat.: 10 am – 3 pm Sun.: Closed
Library Website: http://www.pgcc.edu/current/academicresources/library.aspx			
Testing Center	Bladen Hall Room 100	301-322-0090	Mon-Thurs.: 8:30 am – 8:30 pm Fri.*: 8:30 am – 4:30 pm Sat.: 9 am – 3:30 pm Sun: Closed
No additional students will be admitted for testing 30 minutes prior to the posted closing time.			
*On the first Friday of each month, the Center closes at 2:30 pm with no admittance after 2 pm.			
Testing Center Website: http://academic.pgcc.edu/sas/index.html			
Tutoring and Writing Centers	Bladen Hall Room 107	301-322-0748	Mon-Thurs.: 8:30 am – 8:30 pm Fri.: 8:30 am – 4:30 pm Sat.: 9 am – 3:30 pm
Tutoring and Writing Centers Website: http://www.pgcc.edu/current/academicresources/tutoringwriting.aspx			