

# Standard Course Syllabus

| **Course Title** | **Semester** |
| --- | --- |
| Introduction to Software Development | 20201 - Fall 2019 |
| **Course Prefix/Number/Section Number** | **Course Credits** |
| COP 1000 / 3530 | 3 |
| **Days/Times Class Meets** | **Classroom Location** |
| T/TR 12:30-1:45 | S111 |
| **Instructor Name** | **Faculty Rank** |
| Professor Chapa | Instructor, Cybersecurity BAS |
| **Contact Telephone Number** | **E-mail Address** |
| 727.816.3380 | Please Message me in myPHSC |
| **Office Location** | **Office Hours** |
| West Campus S217 | **M/W**  3:30 – 5:30  **T/TR**  2:00-5:00  **Also available by appointment.** |

## Course Description:

This course introduces students to software development using structured programming and object-oriented programming concepts. It includes techniques for algorithm development, coding, and testing using programming language software in a microcomputer environment. Students will develop software solutions to both practical problems and business problems at an introductory level. Lab fee required.

## Course Objectives/Learning Outcomes:

**Course Objectives:** Upon completion of this course, with a minimum **70% accuracy**, students should be able to:

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1. Perform analysis activities.
2. Perform design activities.
3. Perform coding activities.
4. Perform testing activities.
5. Perform user-support activities.
6. Perform evaluation activities.

Demonstrate general organizational computing workplace competencies.

## Gordon Rule Writing Requirements:

This course satisfies the Gordon Rule writing requirement. A grade of “C” or higher must be attained.

## Required Materials:

The **MindTap Access Code** provides access via the internet to all of the materials required for this course AND access to the ebook version of the textbook. You also have the option to purchase a physical book if desired. Please see purchasing details below.

**Software**: There is no need to download software for this course. All required materials and software is included in MindTap.

**Data Files** are not required however are available for optional exercises available in the book and in MindTap.

**NOTE**: Should you rent or purchase a book, you will still need to purchase the **MindTap Access Code** from the PHSC bookstore.

**Textbook Option 1**: A Cengage Unlimited code is a cost-effective option for students who are taking more than one course that uses Cengage textbooks. A Cengage Unlimited code provides students with unlimited access to ALL access codes, multiple Cengage textbooks and materials. Visit [Cengage Unlimited](https://www.cengage.com/unlimited) for more information.

Price:

* $119.99 for 1 term
* $179.99 for 1 year
* $239.99 for 2 years

**NOTE:** T**he MindTap Access Code comes with Cengage Unlimited.**

**Textbook Option 2**: *Fundamentals of Python: First Programs, Second Edition* by Kenneth A. Lambert Textbook Bundle at the PHSC Bookstore.   
ISBN for the PHSC "bundle" is 978133759738-8

* Price: $ $157.32

**NOTE:** **The** ***Fundamentals of Python: First Programs, Second Edition by* Kenneth A. Lambert Textbook Bundle includes a hard-copy of the textbook, the Mindtap access code and access to the e-book version of the textbook.**

TEXTBOOK ONLY *Fundamentals of Python First Programs: First Programs, Second Edition* by Kenneth A. Lambert

ISBN: 978133756009-2

Price:

* New $143.99
* Used $107.99

**NOTE: You will still need to purchase the MindTap Access Code**

**Textbook Option 3**: MindTap Access code at the PHSC Bookstore.  
ISBN for the MindTap Access code is 978133756013-9

* Price: $106.69

**NOTE:** **The MindTap Access code includes access to MindTap assignments and access to the e-book version of the textbook in MindTap (no hardcopy of the textbook).**

1. MindTap **Grace Period** - You may register for MindTap before you purchase the code – there is an approximate 14-day grace period. The grace period begins **the first day of classes**. If the grace period expires, reports and scores will not be available until a MindTap Access Code is purchased.

We have a copy of the book on reserve that you can borrow while in the [PHSC Porter Campus Library](https://phsc.edu/student-life/libraries) but you will not be able to check it out. There is also a copy of the book at the Porter Campus PHSC computer labb.

## Supplemental Materials:

N/A

## Method of Assessment/Grading Policy:

To view your grades, please select Grades from the left menu in myPHSC.

|  | Letter Grades |
| --- | --- |
| A | 90%+ |
| B | 80 – 89% |
| C | 70 – 79% |
| D | 60 – 69% |
| F | 59% and below |

Final Grades are rounded as follows: 79.5 is rounded up to a “B”; 79.4 is considered a “C”.

| Assignment | Percentage |
| --- | --- |
| Programming Exercises | 60% |
| Quizzes | 40% |
| TOTAL | **100%** |

## Make-Up Exam Policy:

I do not allow exam make-ups except for extenuating circumstances.

## Method of Instruction:

**NO PROFANITY – Please DO NOT use profane language in ANY communication method.**

This is a hands-on based course; therefore in order for you to be successful and to get the most out of this class, you must complete all the assigned work. In addition, it is estimated that students **COULD POSSIBLY** spend approximately 14-16 hours per week on this course, completing the assignments in the PHSC Computer Lab, library, or at home. To be successful in this class you must take the time and do the work.

* Please submit only work that you created in this class during this semester.
* No extra credit assignments available.
* Working ahead and submitting assignments early is strongly advised
* Computer problems, Internet problems, work, myPHSC and/or MindTap down (except known outages), etc... are NOT acceptable reasons for late submissions.

Please use the [Google Chrome](https://www.google.com/chrome) web browser to access myPHSC (CANVAS). Also, important announcements and other communications will be administered via myPHSC.

**ANY material posted by the instructor may NOT be reposted on any other site at any time.**

Assignments, Quizzes and Exams

**Assignments**

* **All assignments are MindTap assignments and must be completed on a Windows or MAc computer, not a mobile device.**
* All Assignments listed in the **Course Schedule** are **required**. Should you fail to submit all assignments weekly, you may be dropped from the course. (See the **Attendance Policy** section for details).
* All work MUST be done individually.
* Assignments must be uploaded to its named location in myPHSC by 11:59 pm EST on the due date.
  + Please upload only the required file(s) that you created this semester for this course.
* Assignments may be submitted to the proper location at any time before the due date.
* It is your responsibility to submit the correct file, so double check your submissions to ensure you submitted the correct file.
* You are able to submit projects multiple times before the due date, if necessary. I will only grade the last submission.
* Once an assignment’s due date has passed, you may **NOT** re-submit.
* I do NOT accept assignments via email.

Quizzes and Exams

* May **not** be taken late
* There are no makeup quizzes

**Late assignments will NOT be accepted, even if myPHSC and/or MindTap is down (except known outages).**

## Suggested Study Time/Strategies:

In order to successfully pass this course, you will need to spend approximately 6-9 hours per week studying the concepts covered in class (3 credit hour course x 2-3 study hours per credit hour = 6-9 study hours). You will also need to have a good understanding of your learning style as well as the best place and time for you to study. To learn more, visit the [website on Learning Style Assessment](http://www.how-to-study.com/learning-style-assessment/).

Additional helpful study tips:

1. Organize your workspace and priorities.
2. Organize your time by using a planner and to-do lists, creating a model semester schedule, and breaking large tasks into smaller ones.
3. Allow extra time (overestimate amount of time needed to complete a task).
4. Use “hidden” time to study, such as in between commercial breaks of your favorite show or when waiting for the bus.
5. Learn to say “no” to distractions or things that interfere with your main priorities.
6. Work with, not against, your personal time-clock (if you’re not a morning person, don’t schedule your study time for 8am).

## Important College Dates:

**NOTE: The College is closed on the weekends and certain holidays, therefore I’m not available during these times.** Any voicemails left and/or correspondence sent **Saturday** t**hrough Sunday or during a College holiday** will not be addressed until the following day the College opens. Please work ahead to complete assignments early should you need assistance.

* Aug 23, 4pm – Last day to DROP
* Oct 31, 7pm – Last day to WITHDRAW or change to AUDIT
* Dec 6 – Last Day of Classes

**College Closed**

* + Sep 2 – Labor Day
  + Nov 11 – Veterans Day
  + Nov 28 – 29 – Thanksgiving
  + Dec 13 - Jan 5 – Winter break

## Course Schedule: COP 1000 Introduction to Software Development

**NOTE**: Assignments due by Wednesday 11:59pm EST

| **Week** | **Assignments** | **Assignment Due Date** |
| --- | --- | --- |
| Week 1  Aug 19 – Aug 23 | **Read** Welcome Email in myPHSC Inbox  **Read** Syllabus  **Syllabus Survey**  Watch the instructional videos to learn more about using your MindTap product.   1. Welcome to Your Course 2. Introduction to MindTap Computing Courses 3. What's in a MindTap Unit? 4. The MindTap Reader   **Download** Data Files  **Complete** Pre-Course Assessment Quiz | Wednesday, Aug 28 |
| Week 2  Aug 26 – Aug 30 | **Read** Chapter (Unit) 1: Introduction | Wednesday, Sept 4 |
| **No Classes – Monday, Sept 2 – Labor Day** | | |
| Week 3  Sept 3 – Sept 6 | **Complete** Unit 1 Code, Study and Apply Assignments | Wednesday, Sept 11 |
| Week 4  Sep 9 – Sep 13 | **Read** Chapter (Unit) 2: Software Development, Data Types, and Expressions | Wednesday, Sept 18 |
| Week 5  Sep 16 – Sep 20 | **Complete** Unit 2 Code, Study and Apply Assignments | Wednesday, Sept 25 |
| Week 6  Sep 23 – Sep 27 | **Read** Chapter (Unit) 3: Loops and Selection Statements  **Complete** Unit 3 Code, Study and Apply Assignments | Wednesday, Oct 2 |
| Week 7  Sept 30 – Oct 4 | **Read** Chapter (Unit) 4: Strings and Text Files  **Complete** Unit 4 Code, Study and Apply Assignments | Wednesday, Oct 9 |
| **No Classes – Tuesday, Oct 8 – All College Day** | | |
| Week 8  Oct 7 – Oct 11 | **Read** Chapter (Unit) 5: Lists and Dictionaries  **Complete** Unit 5 Code, Study and Apply Assignments | Wednesday, Oct 16 |
| Week 9  Oct 14 – Oct 18 | **Read** Chapter (Unit) 6: Design with Functions  **Complete** Unit 6 Code, Study and Apply Assignments | Wednesday, Oct 23 |
| Week 10  Oct 21 – Oct 25 | **Read** Chapter (Unit) 7: Simple Graphics and Image Processing  **Complete** Unit 7 Code, Study and Apply Assignments | Wednesday, Oct 30 |
| Week 11  Oct 28 – Nov 1 | **Read** Chapter (Unit) 8: Graphical User Interfaces  **Complete** Unit 8 Code, Study and Apply Assignments | Wednesday, Nov 6 |
| Week 12  Nov 4 – Nov 8 | **Read** Chapter (Unit) 9: Design with Classes  **Complete** Unit 9 Code, Study and Apply Assignments | Wednesday, Nov 13 |
| **No Classes – Monday, Nov 11 – Veteran’s Day** | | |
| Week 13  Nov 12- Nov 15 | **Read** Chapter (Unit) 10: Multithreading, Networks, and Client/Server Programming  **Complete** Unit 10 Code, Study and Apply Assignments | Wednesday, Nov 20 |
| Week 14  Nov 18 – Nov 22 | **Read** Chapter (Unit) 11: Searching, Sorting, and Complexity Analysis | Wednesday, Nov 27 |
| **No Classes – Thursday & Friday, Nov 28 & 29 – Thanksgiving Holiday** | | |
| Week 15  Nov 25 – Nov 27 | **Complete** Unit 11 Code, Study and Apply Assignments | Wednesday, Dec 4 |
| Week 16  Dec 2 – Dec 6 | **Complete** Final | **Friday, Dec 6** |

## Right to Change Syllabus:

The instructor reserves the right to make changes to the syllabus or assignment schedule (or any other course information) as necessary during the term. The instructor will provide the students with an addendum to the syllabus with the change(s) and the student is responsible for any such changes.

## Classroom Conduct Policy:

Students are expected to conduct themselves appropriately while in an instructional classroom setting, including within the e-learning environment, and to avoid conduct that is disruptive of other students or that interferes with the full participation of other students in the class. In determining whether behavior is appropriate, the instructor shall be the final authority. An instructor may dismiss a student for the duration of the scheduled class period in the event that a student violates the required classroom conduct as set forth in the college’s Classroom Conduct Policy and refer the student to administration for possible violation of the Code of Conduct.

## Cheating and Plagiarism:

Plagiarism is the deliberate or unintentional use of someone else’s work without giving them credit and passing off the material as one’s own. It is a violation of PHSC student conduct and the moral ethics that guide higher education. Cheating is the giving or taking of information for the purpose of wrongfully aiding oneself or another person in academic work that is to be considered as part of a grade. If you are caught deliberately passing off someone else’s work as your own or cheating on an exam, action will be taken in accordance with the disciplinary procedures outlined in the College Catalog/Student Handbook. Please refer to the College Catalog/Student Handbook for an explanation of what actions are considered cheating.

Examples of cheating include but are not limited to:

* Two or more students who are working at one computer to create a file, and then both submitting that file is considered cheating.
* Giving another student(s) your work or receiving another student's work is considered cheating.
* Submitting work that was created prior to this semester is considered cheating; If you have previously taken this course do not submit your previous work.

**First Offense: All parties involved will receive a zero (0) for the assignment.**

**Second Offense: All parties involved will receive a failing grade for the course (F).**

## Attendance Policy (also see Attendance and Title IV Financial Aid Information below):

Your final grade will likely be adversely affected if you miss more than the equivalent of 2 classes. Attending class WITHOUT doing and submitting the assignments does not satisfy the College’s Attendance Policy. Therefore, **you may be dropped** from the class if attending but not submitting work. If you are unable to attend class, notify me via myPHSC/CANVAS message as soon as possible and I will determine if the absence will be excused.

Attendance will be monitored by the instructor for every class. Should you miss the first week of class you will be removed from the class and receive a “NS” (No Show) from the instructor. Following the first week of class, should you miss two consecutive weeks of classes you will be removed from the class and receive a “NS” (No Show) from the instructor.

**If a student does not attend class but submits course work, takes a quiz, or otherwise shows participation in the class, the instructor may count that student as being in attendance. If the student stops attending and participating in the class, the last date of attendance/participation will be recorded as either the last date of any assignment or participation was submitted or the last time the student attended, whichever is the later date.**

The “NS” will be reported to financial aid and will impact your financial aid status.  It is the student’s responsibility to contact the instructor as soon as possible when you are informed that you have received an “NS” in this course. You may request reinstatement after being assigned an "NS." The decision for whether or not a student will be reinstated is up to the instructor. If the instructor decides that a student has missed too much work to be successful in the course, the instructor may choose not to reinstate the student. **Students may be reinstated to the class by the instructor one time. If the reinstated student again fails to attend for two weeks consecutively, the instructor will again assign an "NS". The student may not be reinstated a second time by the instructor, but may request reinstatement through the Exception Memo process in Student Affairs.**

Instructors are not required to allow a student to make up work that he/she missed while absent from the class. If you have not withdrawn or been reinstated and still have an “NS” after the last day of the semester, the “NS” will convert to a “W” for the course.

## Online Attendance Policy (also see Attendance and Title IV Financial Aid Information below):

Attendance will be monitored online by the instructor through the submission of an academic assignment, taking an online exam and/or the participation in a required online discussion that is academically-related to the course.

Should you miss the submission of a required assignment during the first week of class you will be removed from the online class and receive a “NS” (No Show) from the instructor. Following the first week of class, should you miss the submission of a required assignment during a two week period you will be removed from the online class and receive a “NS” (No Show) from the instructor. When an assignment is submitted late, the last date of attendance/participation will be recorded as the date the assignment submitted.

The “NS” will be reported to financial aid and will impact your financial aid status.  It is the student’s responsibility to contact the instructor as soon as possible when you are informed that you have received an “NS” in this course.  You may request reinstatement after being assigned an "NS.” The decision for whether or not a student will be reinstated is up to the instructor. If the instructor decides that a student has missed too much work to be successful in the course, the instructor may choose not to reinstate the student. **Students may be reinstated to the class by the instructor one time. If the reinstated student again fails to attend for two weeks consecutively, the instructor will again assign an "NS". The student may not be reinstated a second time by the instructor, but may request reinstatement through the Exception Memo process in Student Affairs.**

Instructors are not required to allow a student to make up work that he/she missed while absent from the class. If you have not withdrawn or been reinstated and still have an “NS” after the last day of the semester, the “NS” will convert to a “W” for the course.

## Attendance and Title IV Financial Aid Information:

You must attend class through 60% of the term. Failure to do so may require you to repay all or a portion of your Title IV Financial Aid (PELL, FSEOG, and Direct Student Loans) to the Federal Government and/or PHSC. If you have questions, contact the financial aid office on your campus.

## Withdrawal Policy:

Students who decide not to complete the course are advised to withdraw by the official deadline for withdrawal or change to audit. It is each student’s responsibility to withdraw or change to audit by the appropriate deadline date.

## Technology Information and Policies:

**PHSC's student email – PHSC Mail, refers to a communications initiative that provides all current PHSC students and applicants with access to a secure, customized Gmail address. Supported by Google, this assigned, unique Gmail address will serve as the primary student email address used for official College communications. Messages delivered via PHSC Mail will include general information regarding admissions and records, financial aid, and student affairs as well as notifications about important academic deadlines. It is the responsibility of students to check their PHSC Mail accounts regularly.  To find out more about it and how to log in your first time visit the** [myPHSC portal page.](https://idp.phsc.edu/nidp/idff/sso?id=phsc&sid=1&option=credential&sid=1&target=https%3A%2F%2Fmyportal.phsc.edu%2F)

## Course/Instructor Evaluations:

Course/instructor evaluations are an important part of each course taught at PHSC. Your participation in course/instructor evaluations helps us to learn how to best serve our students.

The course/instructor evaluation period lasts an average of two weeks and begins after the final day to withdraw from a course. If you are enrolled in a course that meets 100% face-to-face you will receive a paper evaluation instrument (with the option to use a QR code) to be completed in class. If you are enrolled in a hybrid or online course you will receive an electronic invitation through your course. Completed evaluations are returned directly to the Office of Institutional Effectiveness. **Instructors do not have access to course evaluations until after the close of the semester. All course evaluations are completely anonymous**.

## Disability Statement:

Pasco-Hernando State College is responsible for ensuring equal access, accommodations, and services to individuals with documented disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with different abilities add to the diversity at PHSC, bringing special skills, strengths, creativity and unique experiences that enrich our campus communities. PHSC strives for every member of the college community to contribute to a respectful and inclusive campus environment. If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion or assessment of achievement, please notify the instructor as soon as possible and/or contact Student Accessibility Services at the PHSC campus most convenient to you. A Student Accessibility Services staff member will assist you in the accommodation process or visit the [PHSC Student Accessibility website](https://accessibility-services.phsc.edu/).

## Equal Access/Equal Opportunity Commitment:

Pasco-Hernando State College subscribes to and endorses equal employment and educational opportunity. Its policies and practices will ensure non-discriminatory treatment of all persons without regard to race, color, age, religion, marital status, gender, disability, or national origin. For additional information please visit the website on [EOE-ADA Compliance](https://policies.phsc.edu/policies-and-procedures/policy-statements/eoe-ada-compliance).

## Title IX - Sexual Assault and Misconduct Policy:

Pasco-Hernando State College is committed to the prevention of acts of sexual assault involving the College community, including students, employees, volunteers, and visitors while at College campuses and centers. Acts of sexual assault on College property or carried out by members of the College community shall not be condoned or tolerated. Any student found in violation of this policy shall be subject to appropriate disciplinary action, which may include dismissal from the College. The Assistant Dean of Student Affairs can assist you with the policy or you may view the [Title IX policy online](http://phsc.smartcatalogiq.com/en/2019-2020/Catalog-and-Student-Handbook/Student-Policies-and-Responsibilities/Code-of-Student-Conduct-and-Disciplinary-Policy/Student-Disciplinary-Procedures/Procedures-for-Title-IX-Student-Discipline-Cases-alleging-Sexual-Misconduct).

## Software Policy:

Students are to review the PHSC computer use policy in the College Catalog/Student Handbook. Only authorized College staff may download or install software on College equipment. Use, installation or downloading of software or other computer files without proper authorization or licensing may be a violation of Federal and/or State laws and/or Rules of the District Board of Trustees. Students found to have violated this policy may be subject to discipline in accordance with the College Catalog/Student Handbook.

All the software programs you will be using in this course have been copyrighted by the authors and developers of the programs. This means that it is a violation of law to copy the programs, or any part of them, without the advance written approval of the author or developer. You are hereby strictly prohibited from making any copy of any software program for any reason whatsoever. Violation of this policy will subject you to college disciplinary action and possible criminal penalties.

Microsoft Office 365 provides access to all of the Microsoft Office products (Word, PowerPoint, Excel, and more). Students are advised that the license for use of Office 365 is contingent upon continued enrollment at Pasco-Hernando State College and the continuation of the licensing agreement to the College by Microsoft. You can obtain access to Office 365 through the link found on the [myPHSC portal page](https://idp.phsc.edu/nidp/idff/sso?id=phsc&sid=1&option=credential&sid=1&target=https%3A%2F%2Fmyportal.phsc.edu%2F). This link is located on the left hand menu, under the category "Academic Resources", called "Office 365”.

## Smoke and Tobacco Free College Policy:

Pursuant to [Board Rule 6Hx19-4.06, Smoke and Tobacco Free College,](http://phsc.smartcatalogiq.com/en/2019-2020/Catalog-and-Student-Handbook/Student-Policies-and-Responsibilities/Smoke-and-Tobacco-Free-College) this policy prohibits the use of all tobacco products on all college-owned properties. Tobacco of any kind, in any form shall be prohibited at Pasco-Hernando State College. This includes, but is not limited to, tobacco used in cigarettes, cigars, pipes, electronic cigarettes and any other smoking simulator device. Snuff, chewing tobacco, and other tobacco products are also prohibited. The use of tobacco of any kind shall be prohibited on all College owned, operated, leased, and/or controlled properties and facilities such as: buildings, bridges, walkways, sidewalks, parking lots and garages, on-campus streets and driveways, grounds, and exterior open spaces. Please comply to honor the college’s commitment to a healthier learning environment

## Copyright Compliance and Intellectual Property Policy:

Students are expected to have a basic understanding of copyright law and intellectual property policy, and to adhere to all laws regarding Copyright, Fair Use, the Digital Millennium Copyright Act (DMCA), and the Technology, Education, and Copyright Harmonization Act (TEACH), and to act in good faith when using copyrighted materials to support educational and research activities. Copyrighted material includes text, music videos, games, movies, and software. Students who fail to comply with the copyright law and willfully infringe it may face fines, and civil or criminal penalties from the federal courts, as well as, disciplinary action from the College. To avoid a copyright issue, it is preferable that students link to content found on an open and free Web page or in a subscription database obtained by the library.