

# Introduction to the Course



Welcome to **Introduction to Computer Programming, CIS 122!** This course is for the student who is interested in how to use the Python programming language to write simple computer programs.

My name is Melanie Schuur, and I will be your professor for this course. I support the Computer Information Systems team, and teach a number of Information Systems courses.

**Note: This is a multiple page introduction. Be sure to view all pages.**

## Starting the Course

To start this course, review everything in this module. After you finish this module, I would like you go to the next module to start the course, either by clicking on the right hand Next button below this frame or by clicking on the Modules button in the left-hand navigation menu.

You will find this course is designed in a modular format, meaning everything you need to be successful in the course is presented in individual modules. Click on Modules on the left side of your screen, click the applicable module, and work your way through the module. Modules should be completed in sequence. The contents of the modules may include assignments, discussions, quizzes/assessments, and other activities to help you learn the topic. In the first module, you will find a Student Introduction. Please post a short introduction of yourself, telling the rest of the class a little about yourself, such as where you are in your studies, your goals for education, and what you'd like to get out of this course.

Please read the syllabus thoroughly. I recommend that you print the syllabus and place it in your files. You may need it in the future.

Please take a few moments to get acquainted with the layout of the course interface. It can be a little overwhelming, at times. Take a look at the course navigation menu on the left of the homepage, it has links to the areas you need.

Please remember, if at any time during your course, you have questions, contact me through your Inbox. I am here to assist you in successfully completing this course.

### **Homework, Quizzes and Exams**

This course will consist of *quizzes, discussions, assignments and a final project*. These will be taken in your Canvas course. Please note that every attempt has been made that the student can access all relevant course materials through the Modules page.

Tests/exams can be found in Quizzes and within the Modules. You will find these tools on the left side of your screen

Your discussions are located in Discussions and the applicable module.

Assignments will be found by accessing the Assignments tool. You will also find them contained in the applicable module. Please submit your assignments within Canvas.

If at any time you have questions, please do not hesitate to ask.

### **Grading Policy:**

Grading is not weighted. Each assignment has a potential point value. The points are tallied and compared to the points available. You can always know your grading progress by using the "Grades" tool in Canvas.

The complete grading scale is as follows:

### **Grading Scale:**

Discussion/Presentation (100 pts. each)	1	100 pts.
Quizzes (200 pts. each)	8	1600 pts.
Assignments (Practice)	8	0 pts
Assignments (Graded)	8	1600 pts
Final Project (700 pts.)	1	<u>700 pts.</u>
<b>Total</b>		<b>4000 pts</b>

### **GRADE SCALE:**

Your final grade will be calculated by your total points earned in the course divided by the total possible points.

<u>Grade Point</u>	<u>Letter Grade</u>	<u>%</u>	<u>Grade Point</u>	<u>Letter Grade</u>	<u>%</u>
4.0	A	100 -- 95%	1.5 – 2.4	C	79 – 70%

3.9 - 3.5	A-	95 – 90%	1.0 – 1.5	D	69 – 60%
3.4 – 2.5	B	89 – 80%	0	F	<60

### **Plagiarism and Cheating**

Cheating and plagiarism will not be tolerated in this class, and will result in a zero grade for the quarter. See the college catalog, or the instructor, if you are unsure of these concepts. <http://www.pierce.ctc.edu/about/policy/studentrr>

The nature of many of the assignments involves creating a video file whereby you demonstrate your completed work, and fully explain what you have done. The intent here is to allow me to feel confident that you are both doing your own work, and are learning and applying the material. Many other assignments are project-based. These must also be your own work. Also, all quizzes must be done without assistance from others.

Finally, it is well understood that some or all of the instructor materials for all academic texts can be downloaded by unauthorized persons and used inappropriately. Doing so will be considered the highest form of cheating, will result in a zero course grade for a single offense, and subject the student(s) involved to disciplinary action by the institution. If you learn of this type of cheating happening by a fellow student, you **MUST** notify the instructor immediately. Failure to do so will result in your being considered a collaborator when the cheaters are eventually and invariably caught.

### **Incompletes/Extensions:**

You will have nine weeks to complete your course. If you find you need additional time, it is your responsibility to request an extension. An extension is not automatic or guaranteed and must be requested prior to your course end date. To qualify for an extension, you must have completed at least 50% of the coursework at the time of the request. Special circumstances may be taken under consideration at the discretion of the instructor. Please have a completion date in mind when requesting an extension.

### **Extra Credit/Makeup Work:**

There are no provisions for extra credit within this course. Thus, I strongly suggest that you adequately prepare for and put forth a full effort into completing the course requirements.

### **Questions and Course Communication**

If you should have any questions, problems or otherwise need to contact me, I can be reached by using the Inbox at the top of the screen.

### **Technology, Hardware and Software Requirements for the Course:**

## Technology Prerequisites

This course requires some basic knowledge of computer technology. You will gain some skill and knowledge during this course; however, at a minimum, you need to be able to:

- Install third party software on a Windows or Mac computer.
- Open, create and save word processing documents in MS Word format; see [MS Word tutorials](#) for PC users (all versions); [Word Help](#) for Mac users
- Find basic resources on Internet; see [Internet Tutorials](#)
- Create and organize files & folders on your computer
- Send, receive, and manage email

## Hardware

You will need to have a computer with reliable Internet access, preferably broadband. You will need a functional webcam and microphone. If you are using a laptop, these often have webcam/microphone combinations built in. Otherwise you will need an external USB based webcam with microphone. For some exercises you may need headphones or speakers.

## Software

Instructure Canvas is best viewed using Firefox or Chrome. Internet Explorer and Safari do not support advanced features.

You will need Adobe Reader to be able to view PDF files available in the course. Download the Adobe Reader (free) from [www.Adobe.com](http://www.Adobe.com) and click on the link to Adobe Reader.

You will download and install the Python programming language.

You will sign up for a student account with JetBrains, and download and use the PyCharm 2016 software for all coding.

You will need to have either PowerPoint or a PowerPoint viewer to view the presentations for the course. If you do not have PowerPoint installed on your computer, you can download the **free** Microsoft PowerPoint Viewer (Windows systems only) by clicking [here](#).

## Accessibility Standards and Course Rules

### Accessibility:

Our Canvas Learning Management System has been awarded the Gold Level NFB-NVA Certification by The National Federation of the Blind (NFB), the nation's leading advocate for Internet access by blind Americans. Visit <http://www.instructure.com/news->

[releases/nfb-granted-canvas-certification/](https://www.instructure.com/canvas_vpat/) for more information on the awarding of the Gold Level NFB-NVA.

Canvas also provides the Voluntary Product Accessibility Template, or VPAT, which is a tool that administrators and decision-makers can use to evaluate Canvas' conformance with the accessibility standards under Section 508 of the Rehabilitation Act. The template can be found at [http://www.instructure.com/canvas\\_vpat/](http://www.instructure.com/canvas_vpat/).

Note: Instructor-created videos in this course will either have captioning, or be based on text/script located on the same page as the video.

Course graphics will be tagged appropriately to accommodate screen readers.

If a student finds any area of the course to be inaccessible, do not hesitate - contact your instructor at once. We will work with the ADS Support office to find a suitable accommodation for you as quickly as possible. See the Accessibility Support statement in the course syllabus for more information.


### **Communications Standards:**

- This course is a college class. All communications to your instructor or other students will be written at the college level.
- Communications for classroom and online courses are the same. Treat others as you would like to be treated, respectfully and compassionately.
- We will use standard English language and not the abbreviated, short-hand of texting or online communications.
- Spelling and grammar should be checked prior to submitting assignments or sending messages.
- Capitalization of letters is considered to be yelling. Please refrain from using all caps in your messages.

### **Pierce College Support Services**

#### **Technical Support**

For assistance with Canvas, you can:

Click on the  at the top right hand corner of the screen, or call us during normal business hours (M-F 8 am – 5 pm - Pacific) at (253) 964-6765.

#### **Accessibility Support**

Students with disabilities who believe they may need academic adjustments, auxiliary aids or services to fully participate in course activities or meet course requirements are encouraged to register with the Access and Disability Services (ADS) Office, Room

ADM115 in the Gaspard Administration Building on the Puyallup campus 1601 39th Ave SE, Puyallup, WA 98374-2222. You may also call the ADS Office to make an appointment to meet with the ADS Coordinator at (253) 840-8335 or (253) 864-3301. Visit <http://www.pierce.ctc.edu/dist/supportservices/ads> for more information.

Students requesting accommodations must obtain the "Approved Quarterly Academic Adjustments, Auxiliary Aids or Services" (green) form provided by ADS.

## **Academic Services Support**

Pierce College District and the Military Programs offer Academic Services for our students, including information regarding the following subject areas:

- Associates Degree
- University Transfer
- Professional/Technical Programs
- Continuing Education
- eLearning
- Programs at the Military Bases
- Running Start Program
- Basic Skills Program

For Pierce College District academic information, visit <http://www.pcd.edu/dist/academics>. For Military Programs academic services, please visit our web site at <http://www.pcd.edu/military> or call us at (253) 964-6567.

## **Student Services Support**

Pierce College District and the Military Programs offer extensive student support services, including advising, student success and the Center of Excellence for Veteran Student Success. Please visit <http://www.pcd.edu/dist/supportservices/> for District Student Support Services, or contact us at (253) 964-6567.

Testing Services at the Military Programs are available for students. Please call (253) 964-6606 for information about testing hours of operations and the many different types of testing available.

Military Program students have choices for Library Services. The award-winning Pierce College Library at Fort Steilacoom and Puyallup are available for all Pierce College students. A list of the many services they provide as well as contact information is available at <http://www.pierce.ctc.edu/library/>.

## **Frequently Asked Questions:**

**Q:** What are the prerequisites for this course?

Math 096 with a grade of 2.0 or better is the prerequisite for this course.

Q: Is this a fully online course, or do we meet in a classroom?

This course is a fully online course. Everything we need and need to do is contained in the course modules. We do not meet in person.

Q: How long is my course/what is my end date?

Your course is 9 weeks long.

Q: How often do I need to access the online course?

You should access the at least three (5) times a week to ensure you see all messages in the course and participate in course activities.

Q: What do I need to do in the online course?

Your course syllabus has information on all the activities you will perform during the course. You need to read the chapter materials and complete the activities as outlined in each course Module.


Q: When do I need to turn in assignments?

There is a course schedule you need to follow. Look for it in the course syllabus. Normally, you need to complete one module per week.

Q: Who do I contact if I need help with the assignments?

For assistance with your assignments, contact me via the Inbox..

Q: Who do I contact if I need help with Canvas?

With issues with Canvas, click on the  at the top right hand corner of the screen or call the Help Desk during normal business hours (M-F 8 am – 5 pm – Pacific) at (253) 964-6765.