

## READ ME FIRST

- 1) **Read this document first** to understand how this course will be organized. First off, key to your grade in this course is completing about 8 graded homeworks and 3 tests. Homework is 40% of your final grade, tests are 55% and discussion forums in Brightspace are 5%. So, that should be your priority. I will drop approximately 2 of your lowest homework assignment grades but it is important to do all 8 assignments as they will prepare you for the tests. Most all of the homeworks will be assigned from the book. Try to follow the due dates. For Homework #1 and #2 I will not take points off if you submit them late, but in the future I may take points off for late work. A Late Homework Policy sheet will be distributed at a later date. For the seated classes, tests will be in class. For the online classes, the tests will be timed and online and will be available over several days. See the schedule (~~to be posted soon~~), in *Lessons* module, *Preliminary Course Documents* submodule.
- 2) Follow the **schedule** (~~to be posted soon~~). It will soon be posted in the *Preliminary Course Documents* submodule (as well as in the *Activities Folders* submodule). It includes homework due dates and test dates.
- 3) During the semester, you will get about 7 **Activities Folders** to guide your learning of the material for this course. They will be located in Brightspace in *Lessons* Module, in *Activities Folders* submodule. The first one will be posted soon. Each Activities folder will contain activities and material that consist of about 2 to 6 classroom hours of instruction. Each one will usually cover one, or part of one chapter of the book each. Each Activities folder will contain an **activity list** that you will follow to help you navigate through the set of activities. The activities usually consist of reading some notes, or completing practice exercises, and graded homework assignments. The activity list will also include announcements of tests, and tips telling you which notes and exercises on which to focus. The notes and practice exercises are teacher-created and reflect the textbook reading material. The practice exercises are not graded but are meant to give you extra practice to learn the material. The teacher uses them in the seated class.

If you follow each **activity list** (in each Activities Folder), you will be getting most all the necessary information for the course.

Each Activities Folder is a zipped file. Typically, as soon as you click on it, it will download to your computer's Downloads folder. So then navigate there. Move the zipped file to your CS103 folder and unzip it. (Refer to the document found in *Course Resources* module in Brightspace called **Suggestion on managing your files, etc.**)

- 4) There are **lesson videos** that are optional to watch. Find them in *Lessons* Module, in the *Lesson Videos* folder. Most of the videos are class lectures recorded in the Fall 2020 semester, during COVID. Disregard references to due dates in them. In the video I go over the notes and ungraded practice exercises from the Activities folder. I do the exercise in the video or I just start it, letting the student finish it on his own. If you go through the **Activity list** of each Activities folder on your own, then you do not necessarily have to watch the videos. Or you may want to just watch the video(s) that corresponds to material for which you need more help.

- 5) Log into Brightspace on a regular basis, say 3 to 4 times per week, to keep up with the coursework. Follow the schedule (once posted) and Activities Lists. Periodically check for Announcements in the *Course Home* page. I will post graded homework assignments in the Activity Folder in which it was assigned. But also find them in the *Homeworks* submodule.
- 6) If you need help or more clarification, please come to my office hours. See the syllabus or the link to [>>Office Hours<<](#) in the *Lessons* module. Or email me any other time you want to meet in WebEx and I will reply.
- 7) Now go to the first Activity called **Activities - Preliminary Course Info Sept 8** (to be posted soon) in *Activities Folders* submodule.