

Computer Studies – Winter 2025

HYBRID DELIVERY

COMP 1112G

Document Automation Using Python

Class Time and Location: 1:00 PM - 4:00 PM – Room BA BA_K224 – Friday

Study Week (no class): Monday, February 24, 2025 - Friday, February 28, 2025

Examination Period: April 7, 2025 - April 17, 2025 (11 Days). This course will have an assigned time for the exam. Further details to be released.

Course Instructor: Muhammad Sultan

Email: msultan3@lakeheadu.ca

Office Hours: BA A155B: Appointments should be requested by email.

Emails will be replied to within 24 hours.

I will try to reply to emails on weekends and statutory holidays but there is no guarantee for that.

Drop In Office Hours (Room A155B):

Online or in-person office hours (Book your appointment at least 24 hours in advance by sending an email)

Tuesday: 12 - 13 ET

Wednesday: 11 - 12 ET

Friday: 12 - 13 ET

How to communicate with the instructor:

Please use email only to communicate with the instructor at: msultan3@lakeheadu.ca
other forms of communication may not be seen.

Course Description:

In this course, students are introduced to the Python programming language. Emphasis is placed upon fundamental Python concepts as the following topics are covered:

- Python Language Basics
 - Flow control
 - Python Functions
 - Manipulating Strings
 - Lists
 - Input Validation
 - Regular Expressions
- Reading and writing text files
- Working with Web Data
- Working with Google spreadsheets
- Scheduling tasks and launching programs
- Working with Word documents
- Working with PDF documents

Passing Criteria:

The passing grade for all courses is 50%, or a letter grade of P (Pass) or S (Satisfactory). The passing weighted average for promotion through each semester of a program is 60% and is a requirement to graduate.

Resources:

Textbook: <https://automatetheboringstuff.com/>

Expectations for Success:

To succeed in this course, it is suggested that students should initially plan to invest, at a minimum, **6 hours per week in the course which includes class time**. More or less time may be required depending on the student's ability to grasp the concepts of the course. It is important for students to keep up with weekly and ongoing course tasks, and to practice daily the concepts taught during the course. The instructor will work with you to ensure your success, and with the appropriate effort, passing the course will be easy.

Course Evaluation:

- 10 Weekly Coding Assignments/Labs - Each lab 2% of total marks	Individual (Asynchronous)	20%
Course Project	Groups of 4 (Asynchronous)	10%
Basic Exam	Individual (in-person)	10%
Mid-term Exam	Individual (in-person)	30%
Final Exam	Individual (in-person)	30%
Total		100%

General Schedule of Activities:

REMOTE SYNCHRONOUS means the lecture will be delivered during regular scheduled classroom time via Teams:

Course Schedule				
WEEK	Date	General Topics	Assignment	Due
1	Jan. 6-10	Python Basics	Lab1	Jan. 10 11:59 PM
2	Jan. 13-17	Python Data Types REMOTE SYNCHRONOUS	Lab2	Jan. 17 11:59 PM
3	Jan. 20-24	Flow Controls	Lab3	Jan. 24 11:59 PM
4	Jan. 27-31	Basic Exam (in-person) Functions in Python		Jan. 31 3:50 PM
5	Feb. 3-7	Modules in Python	Lab4	Feb. 7 11:59 PM
6	Feb. 10-14	Input Validation REMOTE SYNCHRONOUS	Lab5	Feb. 14 11:59 PM
7	Feb. 17-21	Mid-Term Exam (in-person)		Feb. 21 3:50 PM
	Feb. 24-28	Study Week - No classes		
8	Mar. 3-7	Reading/Writing Text Files,	Lab6	Mar. 07 11:59 PM
9	Mar. 10-14	Web Scraping: Working with Excel Spreadsheets Course Project Assigned	Lab7	Mar. 14 11:59 PM
10	Mar. 17-21	Working with Google Spreadsheets	Lab8	Mar. 21 11:59 PM
11	Mar. 24-28	Scheduling Tasks and Launching Programs REMOTE SYNCHRONOUS	Lab9	Mar. 28 11:59 PM
12	Mar.31- Apr.04	Working with Word and PDF Documents Course Project Submission	Lab10	Apr. 4 11:59 PM Apr. 6 11:59 PM
13	Apr. 7-11	Final Exam (in-person)		Exam Week

The sequence and content of this syllabus may change due to unanticipated opportunities or challenges, or to accommodate the learning styles of the students.

Due to unforeseen or extenuating circumstances and to accommodate the need for this program, there may be some modifications to the evaluation/assessment. This has been approved by the Dean of Technology & Visual Arts (TVA), as directed by the Vice President, Academic.

Assignment/Lab/Project Submissions

Assignment/Labs/Project submissions are implemented as follows:

- Late submissions will get a zero grade.
- Submissions through email/chat will not be accepted and will result in a grade of zero.
- Only submissions through D2L and within the due date/time will be accepted.
- Submission of wrong files will not be accepted and will result in a grade of zero.

Weekly Coding Labs

Each week the students will complete a coding lab. These labs are considered as in-class activities and are required to be completed in person during the class time.

Use of material beyond the scope of the course

This course covers a number of specific, introductory, python constructs and concepts. Many times, during course assignments and tests, students will be asked to solve problems which very well may be solved more easily with more advanced constructs. However, in order to provide the student with an opportunity to practice and learn the course's relative constructs, it will be required that student's only use constructs covered in the course. Therefore, when solving any assignment, project, or test problem, only use constructs covered in the course, use of more advanced constructs may result in a zero awarded for that applicable question or work.

Missed Tests/Exams

Tests and examinations must be written at the time scheduled by the faculty. Documented medical/family emergency situations are grounds for special consideration. Requests for adjustments to prescribed examination or test dates must be made before the examination or test dates.

Communication with Students

It is the student's responsibility to monitor their LH/Georgian emails and D2L for announcements pertaining to course activity. Missed deadlines due to missed announcements do not warrant special attention. Additionally, it is the student's responsibility to confirm that any files uploaded into D2L are uploaded successfully.

Weekly Lectures

This course is delivered using hybrid delivery modality. This means that a minimum of 30% of the course will be delivered remotely. In this course all lectures will be delivered synchronously at the scheduled class time, the only difference is if the lecture will take place in person in the classroom or online using Teams.

Repeating Students:

If you are repeating this course, please ensure that all work completed during this offering of the course is original to this offering, do not submit work from a previous attempt of the course as these defeats the purpose of the course and more importantly is a form of plagiarism.

Oral Reviews:

The instructor reserves the right to schedule an oral review if any student submission appears, in any way, to be written by or inappropriately influenced by a third-party source. The purpose of the oral review is to confirm that you are the author of your submission and that you understand the design of your code and the constructs used. Failure to demonstrate authorship of your submitted code, or understanding of the constructs used, will result in an academic misconduct which in turn will result in a zero in the work or a zero in the course. If a student submits an advanced code or code similar to that of another student or code that does not adhere to course coding standards an oral review may be scheduled to validate authorship of the code. If the oral review is not successful, a zero will be awarded on that question and an academic misconduct will be filed resulting in a possible zero in the course.

BYOD:

This is a Bring your own device program. Therefore, it is your responsibility to ensure that you have a reliable working laptop. Technology issues do not justify the extension or rescheduling of any student work.

D2L Grade Entries:

All grade entries in D2L will be based upon the total % that each item is worth vs a weighted grade. For example, the midterm exam is worth 30% of the course grade. If you score 50% on the midterm exam, the D2L entry will be 15 points vs 50%; this will allow you to know your course grade at any time by simply looking at the total points earned to date.

D2L Submissions

D2L is the system of record for all student work. Emailed submissions cannot be accepted. Be sure that your submission is 100% complete before uploading. Submission to the wrong folder is not the instructor's responsibility, submissions uploaded to the wrong folder or drop box may not be graded. It is the student's responsibility to ensure that all submissions are in the correct format based upon the assignment instructions, failure to submit the correct file format may result in the loss of grades. All course submissions must be kept private, i.e. do not upload any course work to a public website such as GitHub or similar. Failure to do so may result in a zero in the student's work.

Academic and Student Code of Conduct Policies:

Academic and student policies and procedures for those enrolled in the Lakehead-Georgian programs can be found on the Lakehead-Georgian [Student](#) or [Faculty and Staff](#) portals.

All Lakehead-Georgian programs will follow the [Lakehead Regulations](#) as list in the Lakehead University [Academic Calendar](#) (<http://csdc.lakeheadu.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=24&chapterid=6347&loaduserredits=False>). The University Regulations include but are not limited to Registration, Examinations, Reappraisals and Academic Appeals, Special Examinations, Academic Misconduct, Withdraw, and Timely Feedback. Additional Faculty Regulations may also apply. Please review the Academic Calendar.

The Lakehead University [Code of Student Behaviour and Disciplinary Procedures](#) as applied to Academic Misconduct will apply to all Lakehead-Georgian students regardless of campus of study (<https://www.lakeheadu.ca/faculty-and-staff/policies/student-related/code-of-student-behaviour-and-disciplinary-procedures>).

The Georgian College [Student Code of Conduct](#) will apply to the Lakehead-Georgian students studying at the Barrie campus (<http://www.georgiancollege.ca/student-code-of-conduct/>). Additional campus policies of [Sexual Violence Procedure and Protocol](#) (<http://www.georgiancollege.ca/wp-content/uploads/GeorgianSexualViolenceProcedureMarch31final.pdf>) and [Information Technology Acceptable Use Procedure](#) (<http://www.georgiancollege.ca/wp-content/uploads/2-117IT-acceptable-use.pdf>) also apply.

The Lakehead University [Code of Student Behaviour and Disciplinary Procedures](https://www.lakeheadu.ca/faculty-and-staff/policies/student-related/code-of-student-behaviour-and-disciplinary-procedures) as applied to Non-Academic Misconduct will apply to the Lakehead-Georgian students studying at the Orillia campus (<https://www.lakeheadu.ca/faculty-and-staff/policies/student-related/code-of-student-behaviour-and-disciplinary-procedures>).

Plagiarism and Academic Dishonesty:

A breach of Academic Integrity is a serious offence. The principle of Academic Integrity, particularly of doing one's own work, documenting properly (including use of quotation marks, appropriate paraphrasing and referencing/citation), collaborating appropriately, and avoiding misrepresentation, is a core principle in university study. Students should view the Student Code of Conduct -Academic Integrity (<https://www.lakeheadu.ca/students/student-life/student-conduct>) for a full description of academic offences, procedures when Academic Integrity breaches are suspected and sanctions for breaches of Academic Integrity.

Additional Information:

Who to Contact:

Student Advising (non-academic)	
Becca Allan Advisor, Accessibility and Academic Success Services	Tel: (249) 388-1848 Becca.Allan@GeorgianCollege.ca

Computer Science		
Lakehead University Program Coordinator	Dr. Ruizhong Wei	Tel: 1 (705) 330-4010 Ext. 2712 rwei@lakeheadu.ca (Lakehead, Orillia) Room OR 2012
Georgian College Program Coordinator and Professor	Ross Bigelow	Tel: (249) 388-1646 Ross.Bigelow@GeorgianCollege.ca (Georgian, Barrie) Room N211A
Georgian College Lab Technician	Computer Science Help Desk	cstech@GeorgianCollege.ca (Georgian, Barrie) A155

Student Services and Supports:

Student Advisors (<https://georgiancollege.sharepoint.com/sites/student/Student-Services/StudentAdvisors/SitePages/Home.aspx>)

- Help students build both academic and personal resilience so that they can flourish at Georgian and beyond
- Provide individual, group and web-based advising sessions
- Are housed within the academic areas
- To book an appointment with your advisor go to the **Student Portal**

Library (<http://library.georgiancollege.ca/main>)

Customer Service

- Off campus access

Research help

- Help finding books, articles and credible sources.
- Using specialty databases.
- Creating a search strategy.

Academic Success (<https://library.georgiancollege.ca/help/contact-academic-success>)

Writing Centre (http://library.georgiancollege.ca/writing_centre)

- Improve your writing.
- Help with citing sources and laying out your paper.

Math Centre (http://library.georgiancollege.ca/math_centre)

- Make sense of math questions.
- Understand concepts and develop skills.

Tutors (<http://library.georgiancollege.ca/tutoring>)

- Further understand course content.
- Build your study practices.

Accessibility Services (<https://www.georgiancollege.ca/student-life/student-services/accessibility-services/>)

If you are a student experiencing a disability who may require academic accommodations and have not yet registered with Accessibility Services, please contact their office at 1-877-722-1523 email studentsuccess@georgiancollege.ca, or visit their offices in B110. You must be registered with Accessibility Services to access academic accommodations. Support for those students whose success at college may be affected by a disability include:

- Ongoing support from our Accessibility Advisors including arranging a confidential psychoeducational assessment where required
- Training in the use of specialized computer technology
- Classroom and test accommodations

Testing Services (<http://www.georgiancollege.ca/student-life/student-services/testing/>)

- Accommodated testing
- Missed/Makeup testing
- Proctoring services are also available for external and Ontario Learn exams

Counselling (<http://www.georgiancollege.ca/student-life/student-services/counselling/>)

- Free, confidential counselling is available to all students
- Walk in counselling is available on a daily basis Monday to Friday

Career Success (<http://www.georgiancollege.ca/student-life/student-services/co-op-and-career-services/>)

Career assessments and exploring options

- Job search workshops
- Labour market information
- Resume/cover letter help

- Interview practice
- Graduate employment information
 - Links to job postings and online resource

Campus Safety and Security Syllabus Addendum

Emergency Evacuation (<https://www.georgiancollege.ca/about-georgian/campus-safety-services/emergency-management/#fire>)

- Evacuate buildings when a fire alarm is activated or an official announcement is given. Review [evacuation guidelines](https://www.georgiancollege.ca/about-georgian/campus-safety-services/emergency-management/#fire). (<https://www.georgiancollege.ca/about-georgian/campus-safety-services/emergency-management/#fire>)
- Students requiring assistance in emergency situations must inform their faculty during the first week of class.
- Familiarize yourself with all fire exit doors of classrooms and buildings you may occupy.
- Do not re-enter a building until instructions are given by the Fire Department or college personnel.

Lockdown (<https://www.georgiancollege.ca/about-georgian/campus-safety-services/tab/lockdown>)

- Lockdown is initiated when there is a potential or actual violent incident on campus that could result in a serious injury or threat to life.
- Students can download the new Safe@Georgian app to stay updated on Campus Safety and Security information including lockdown.
- Familiarize yourself with the [College Lockdown procedure](https://www.georgiancollege.ca/wp-content/uploads/Lockdown.pdf) (<https://www.georgiancollege.ca/wp-content/uploads/Lockdown.pdf>)
- Lockdown tests occur each semester.

Resources:

- [Get Out, Hide, Fight Lockdown Video](http://youtu.be/JA8cckMbVDk) (<http://youtu.be/JA8cckMbVDk>)
- [Lockdown quick reference sheet](http://www.georgiancollege.ca/wp-content/uploads/COM-15-416_LockdownProcedure_Signage_FVR3_print.pdf) (http://www.georgiancollege.ca/wp-content/uploads/COM-15-416_LockdownProcedure_Signage_FVR3_print.pdf)
- Lockdown Model – Get Out, Hide, Fight: Lockdown Tools and Tactics and FAQs.

Unscheduled Campus Closure <https://content.georgiancollege.ca/wp-content/uploads/Unscheduled-Campus-Closure.pdf>

Resources:

- [How to find out if your campus is closed](https://www.georgiancollege.ca/about-georgian/campus-safety-services/emergency-management/#closure) (<https://www.georgiancollege.ca/about-georgian/campus-safety-services/emergency-management/#closure>)
- [Unscheduled Campus Closure Procedure](https://www.georgiancollege.ca/wp-content/uploads/2-102Unscheduled-college-closure-2018.02.10.pdf) (<https://www.georgiancollege.ca/wp-content/uploads/2-102Unscheduled-college-closure-2018.02.10.pdf>)

Timing of Closures/Notification:

Closure	Decision	Communication / Notification*	Notes
College has made the decision to close a campus or location <u>in the morning</u>:	6:00 a.m.	By 6:30 a.m.	If re-opening for noon or evening classes is being considered, this will be mentioned in the message

College closes a campus(s) in the morning and <u>expects to re-open by 12:00 noon</u>	9:30 a.m.	By 10:00 a.m.	Only affects classes beginning at 12 noon or later
Closure expected to continue <u>past 12:00 noon</u>	9:30 a.m.	By 10:00 a.m.	
College intends to <u>re-open for evening classes</u> which commence at 5 p.m. or later	2:30 p.m.	By 3:00 p.m.	
College intends to <u>NOT re-open for evening classes:</u>	2:30 p.m.	By 3:00 p.m.	

****Notification will be made via:***

- Georgian social media (Facebook, Twitter)
- Safe@Georgian app
- Georgian website (homepage)
- Recorded message when you call into Barrie campus at 705-728-1968
- Student or employee portal
- Georgian email account
- Radio and television announcements through local and regional media

Note: We only announce the names of campuses that are closed. If your campus is not named in a closure, it's open.