Kennedy-King College

One of the City Colleges of Chicago

CIS 103 Fundamentals of Programming

Fall 2024

CIS 103	Section WW1	Credit Hours: 3
IAI Code:	None	
Length of Course:	16 Weeks	
Instructor:	Greg Blair	
Email:	gblair@ccc.edu	
Phone:	(773) 602 - 5245	
Office:	Y267	
Office Hours:	Fridays: 9:00 – 10:00	
Office Location:	https://cccedu.zoom.us/j/3129539676	
Course Communication:	Instructor receives email communications only through your student CCC email account.	
Course Website:	Brightspace.ccc.com	
Department:	CIS	

Technical Assistance Help Desk

You can obtain technical and computer help desk assistance by contacting Online Learning:
Online Learning
Online Technical Assistance site
Phone #: 312-553-2600

COURSE TERM: FALL CREDIT: *3 credit hours* **YEAR:** *2024*

Class Schedule:

This course is scheduled for 16 weeks.

The Fall 2024 term class dates are from 8/22/2024 through 12/14/2024.

NOTE: No assignments are due or required examinations are set for this date:

Labor Day – Monday 9/2/2024
Indigenous Peoples Day – Monday 10/14/2024
Thanksgiving Break Thursday 28th – Saturday 30th

Required Texts and Materials

Title: Fundamentals of Python First Programs, 3rd Edition **(Required)**
Author: Kenneth A. Lambert
Publisher: Cengage
ISBN #: ISBN-13: 978-0357881019
Required application/materials –
Students can purchase all course material from CCC online bookstore.

Prerequisites:

Eligibility for English 101, or Grade of C or better in English 100 and Math 99 or higher, or Consent of Department Chairperson.

Delivery Format

Web-Based Courses (WW): This course takes place completely on the Internet through the use of the Brightspace course management system. You are required to purchase textbooks, workbooks, study guides, and/or software. Throughout the semester, log on to the course website to gain access to course content, announcements, homework assignments, and communicate with me. Discussion forums and chat provide a high level of interaction between the class and instructor. You may be required to take exams online, in a proctored setting, at any one of the seven City Colleges of Chicago.

Course Meeting Time /Synchronous Sessions

On three separate days, minimum (e.g. two weeks after the semester begins and before the midterm and final exam periods), we will meet as a class (i.e. all at the same time) using Zoom. Specific dates and times are posted below in the Announcements section of Brightspace. For those who are unable to participate, the sessions will be recorded. Please contact the instructor prior to these sessions regarding this option.

Course Introduction	August 28th 3:00 PM
Midterm Review	October 16th 3:00 PM
Final Exam Review	December 2nd 3:00 PM

(Non - Proctored Exams) - This course does not require proctored exams. All exams delivered online.

Catalog Description

How to use a language to program a computer for real world problem solving in mathematics, science, business and other fields. The course will feature elements of program design, data types and expressions, procedures and modularity, conditions and loops, data and control structures, development of algorithms, and writing and debugging programs. Writing assignments, as appropriate to the discipline, are part of the course.

Course Objectives

This course seeks to achieve the following objectives:

1. Exhibit the technical knowledge needed to write and test programs
2. Develop programs to solve relevant problems
3. Complete programs including: documentation, flow charts and printouts.
4. Construct programs using more advanced concepts and functions;
5. Functions and subroutines
6. Intermediate and programming statements
7. Sorting and searching
8. Linking program to form a system

Expected Student Learning Outcomes

Upon successful completion of the course, students will be able to:

1. Demonstrate use of fundamental programming statements, concepts and manage on-line editing of programs.
2. Illustrate effective use of problem solving techniques. Formulate a flow chart and organize program logic, execution and debugging of programs.
3. Plan and organize use of intermediate commands, such as;
   - Multiple decisions and loops
   - Error handling routines
   - Employ file management techniques
   - Format output
   - Working with arrays and tables
   - Utilize Structured Programming concepts

Federal and State Statue and Mandates Americans with Disabilities Act (ADA)

Americans with Disabilities Act (ADA)

City Colleges of Chicago abides by the Americans with Disability Act and with Section 504 of the Rehabilitation Act of 1973 and will provide reasonable accommodations to students with disabilities covered by these laws. If you have a disability for which you may require accommodations, please view the Access Center website or contact your local college *<< Insert college AC information here = room #, telephone and email>>*.
Family Educational Rights and Privacy Act **(FERPA)** Section 504, Rehabilitation Act of 1973

Title IX

Title IX represents the federal law designed to prevent sexual assault and harassment of students on college campuses and promote gender equity in education. Title IX protects you from sexual assault, sexual harassment, and stalking on campus grounds. This includes protection from gender-based violence between any of the following groups: men, women, transgender people, and gender non-conforming persons. Additionally, Title IX covers the rights of pregnant and parenting students, faculty, and staff.
*****A student has 180 DAYS from the date of the incident to file their complaint, even if the academic term is over.**

Student Resources:

For information regarding the following student services you can click on the link below or refer to the Student/Support service link in your Learning Management System (LMS)

CCC Student Services are available fully online!
A selection of them are listed below:

Financial Resources
Tutoring
Writing Center
Academic Advising
Libraries
Disability Access Center

Wellness Centers
Legal Clinic

Religious Observance

If a student will require scheduling consideration due to conflicts with a religious observance, please inform me as soon as possible.

Military Duty

If a student will require special accommodations for military activity, such as drill schedules and calls to active duty, please inform me as soon as possible.

Names and Pronouns

If a student goes by a name that differs from the one that appears on the roster, please inform me as soon as possible and adjust your zoom profile with the name and pronouns you want us to see, so that your classmates and I can use your correct name and pronouns (they, ze, he, she, etc.). If a student does not wish to use pronouns, they can simply request that people use their names in place of pronouns.

Additionally, if students would like to ensure that their name is changed in the CCC system, including on Brightspace, they may follow this protocol:

Contact the Registrar's Office to complete a "preferred name change request"
When the name change is updated, the student portal then changes to the new name, which should then be reflected in Brightspace.
The student will also still need to put in a helpdesk ticket with a copy of the change form attached so the "Active Directory" can be updated for their email to also reflect their name change.

(The "preferred name change" would not appear on the official transcript and the diploma because these are legal documents. If legal documentation of a name change is available, there is a separate form for a Legal Name Change.)

Course Policy

NSW – No-Show Withdrawal from Online Courses

Students registered in online classes will be issued a no-show withdrawal (NSW) if they do not pursue academic activities within the online environment of the course on at least two separate days prior to the statistical (STAT) reporting day of the class (see No-Show Withdrawals (NSW) & Refunds for information about the NSW refund policy). Academic activities may include, but are not limited to, the completion of assignments, exams and quizzes or participation in online discussions. Academic activities do not include merely logging onto the course site (or learning management system – LMS, see Learning Management System), or acknowledging that you have read the syllabus.

Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstate (in a Class) for more information.

ADW –Administrative Withdrawal

Students are required to attend class. A student may be awarded an administrative withdrawal (ADW) at midterm if the instructor determines that the student is not actively pursuing completion of the course, based upon the instructor's active pursuit criteria. Active pursuit may be measured by class participation, taking required examinations, quizzes, submission of papers, work assignments, class attendance, etc.

A student in an ONLINE class may be awarded an administrative withdrawal (ADW) between midterm and the last day for student-initiated withdrawal if the instructor determines that the student is not actively pursuing completion of the class, based upon the instructor's active pursuit criteria. Instructors are required to publish their measures of active pursuit and distribute them to students via their class syllabus during the first week of class. Note: a student who logs into the learning management system or another e-learning platform and engages in no other academic activities is NOT actively pursuing the class. That is, merely logging in to an online course does not constitute active pursuit.

Students who have been issued an ADW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class.

Note: Reinstatement

- Students may not be reinstated after the last date (available on my.ccc.edu) for student-initiated withdrawals (WTH).
- A student who is reinstated (RNS) by the instructor after having received an administrative withdrawal (ADW) may not elect to withdraw (WTH) from the class at a later time.

Active Pursuit Policy:

"Active Pursuit" is "The completion of assignments, in-class-projects and general activities of the class, as well as maintaining attendance that allows you the opportunity to effectively succeed in the course." **Academic Policy 2.30 D and 2.30 E**

Students who are **not** actively pursuing the course at midterm may be administratively withdrawn from the course and receive an "**ADW**" on their transcript. Students do not meet the criteria for active pursuit if they have not completed **50% of the coursework** prior to the end of the first half of the course.

Late Assignments and Exams

Late assignments are not accepted without prior permission of the instructor. If work is late due to an excused absence, no points will be deducted. However, the student must work with the teacher to establish a new due date.

Except in the case of documented personal or medical hardship, subject to instructor review or discretion, there are no make-up exams.

Course Discussion Board Policies

Students who are disrespectful or offensive to the instructor or any member of the online course will first be addressed by the instructor. If there are no improvements, students will be referred promptly for disciplinary action. Please consult your student policy manual on page 66 for additional details.

Class Policies

- You are responsible for checking your Student (ccc) E-Mail and Brightspace at least twice a calendar week for announcements.
- All assignments must be submitted on or before the due date to receive full points.
- Assignments are late if completed after the date in which they are assigned.
- Late assignments are graded after the first attempt.
- Assignments more than a week late will receive a zero (0).
- The grade of (I) Incomplete will NOT be issued for this course.

Academic Dishonesty:

Academic dishonesty is a serious offense, which includes but is not limited to the following: cheating, complicity, fabrication and falsification, forgery, and plagiarism. Cheating involves copying another student's paper, exam, quiz, or use of technology devices to exchange information during class time and/or testing. It also involves the unauthorized use of notes, calculators, and other devices or study aids. In addition, it includes the unauthorized collaboration on academic work of any sort. Complicity, on the other hand, involves the attempt to assist another student to commit an act of academic dishonesty. Fabrication and falsification, respectively, involve the invention or alteration of any information (data, results, sources, identity, etc.) in academic work. Another example of academic dishonesty is forgery, which involves the duplication of a signature in order to represent it as authentic. Lastly, plagiarism involves the failure to acknowledge sources (of ideas, facts, charges, illustrations, etc.) properly in academic work, thus falsely representing another's ideas as one's own. In individual cases of academic dishonesty, sanctions may range from a written warning to a failing grade for the course; the severity of the penalty is left to the discretion of the instructor. Please consult your student policy manual on page 65 or refer to the link below for additional details.

Methods of Evaluation

There are several assignments for this course. This course requires a number of reading, writing, and discussion forum assignments, as well as Python programming projects and assignments. Students are required to complete all viewing, reading, and programming assignments as instructed by the course syllabus and as posted in the weekly assignments folder. It is the **responsibility of the student, to complete this work** and to make arrangements to make up missed work. I recommend accessing the class site a minimum of three times per week, although most students will find themselves accessing the site much more. Interacting with other students is the key to the Internet environment. You are **required to respond to other students' in the discussions.**

Citation and References:

You must cite your sources on any material that you choose to quote or reference. You must also cite your source on the articles that you present in your course papers. You can choose to use either MLA or APA style for citation and references, or you may use some other style. I have provided the following examples. **The Owl at Purdue University:** APA Formatting and Style Guide:

Grading Criteria

The table below lists the related learning activities the number of activities and their respective point values. **Extra**

credit is available in the course and will be **assigned via the Announcements section as needed as determined by the instructor.** Review the class schedule (below) and Brightspace for more details about this schema.

Course Assignment/Activity break down by point value

Learning Activities	Number of Activities	Points for each activity	Total Points	Percentage
Programming Exercises	8	10	100	20%
Debug Exercises	8	10	100	20%
Discussion Forums	10	10	100	20%
Quizzes	10	10	100	20%
MindTap Activities	3	10	30	6%
Midterm Exam	1	35	35	7%
Final Exam	1	35	35	7%
Total			**500**	**100%**

Percentage Scale

Grade	Percentage	Point Scale
A	90 – 100%	450 – 500+
B	80 – 89%	400 – 449
C	70 – 79%	350 – 399
D	60 – 69%	300 – 349
F	0 – 59%	Below 300

Qualitative

A – You went beyond expectations in completing the coursework and challenged yourself along the way. Your work shows a conceptual understanding as well as a practical application of what we covered in class. Throughout the term you participated regularly and constructively in discussions and group work.

B – It's clear that you successfully tackled the conceptual challenge of the coursework and that you had a handle on practical application of skills with a few weaknesses –lack of follow through as opposed to not actually understanding. Throughout most of the term, you participated constructively in discussions and group work.

C – Either you didn't fully understand the concepts covered in the course or you didn't focus enough to demonstrate what you had learned. Your work showed an initial effort, but did not develop beyond a functional understanding of the material. Your participation in discussions and group work was inconsistent and did not help move the class material forward.

D – There is little evidence that you understand the course content in any regard, due in part to a lack of work being completed. Work turned in shows very little effort aside from the challenge of the course material. You participated minimally and unproductively, if at all, in discussions and group work.

F – The simplest expectations aren't met and you've made little or no attempt to apply what we've covered in

class to any coursework, if it was turned in at all. There is a clear lack of any effort and interest in the course.

Course readings and assignments outline

Week	Reading & Activity	Assignments	Due Date
Getting Started **August 22nd**	Read & sign off syllabus Watch orientation video Login & navigate Brightspace	• Bio - Introduction discussion • New Student Orientation Quiz	**August 24th**
One **August 25th**	Read Chapter 1; Review PPT for Ch1 Watch Video	• Ch. 1 Disc forum • Ch. 1. Quiz • MindTap Ch 1 *Debug Exercise* • Prog. Ex. 1-4	**August 31st**
Two **September 1st**	Read Chapter 2; Review PPT for Ch2 Watch Video	• Ch. 2 Disc forum • Ch. 2. Quiz • MindTap Ch 2 *Debug Exercise* • Prog. Ex. 2-1	**September 7th**
Three **September 8th**	Read Chapter 3; Review PPT for Ch3 Watch Video	• Ch. 3 Disc forum • MindTap Ch 3 *Debug Exercise*	**September 14th**
Four **September 15th**	Read Chapter 3; Review PPT for Ch3	• Ch 3. Quiz • Prog. Ex. 3-2 • Prog. Ex. 3-5	**September 21st**
Five **September 22nd**	Read Chapter 4; Review PPT for Ch4	• Ch. 4 Disc forum • MindTap Ch 4 *Debug Exercise*	**September 28th**
Six **September 29th**	Read Chapter 4 Continued Review PPT for Ch4	• Ch4. Quiz • Prog. Ex. 4-8	**October 5th**
Seven **October 6th**	Read Chapter 5; Review PPT for Ch5	• Ch. 5 Disc forum • Ch. 5 Quiz • MindTap Ch 5 *Debug Exercise* • Prog. Ex. 5-5	**October 12th**
Eight **October 13th**	**MIDTERM EXAM (Chaps: 1 – 5)**		**October 19th**

Week	Reading & Activity	Assignments	Due Date
Nine **October 20th**	Read Chapter 6	• Ch. 6 Quiz • MindTap Ch 6 *Debug Exercise* • Ch. 6 Disc forum • Prog. Ex. 6-5	**October 26th**
Ten **October 27th**	Read Chapter 7; Review PPT for Ch7	• Ch. 7 Disc forum • MindTap Ch 7 *Debug Exercise* • Prog. Ex. 7-6	**November 2nd**
Eleven **November 3rd**	Read Chapter 8; Review PPT for Ch8	• Ch. 8 Disc forum • MindTap Ch. 8 *Debug Exercise*	**November 9th**
Twelve **November 10th**	Read Chapter 9 Review PPT for Ch 9	• Ch. 9 Disc forum • Ch. 9 MindTap **LEARN IT Ex. 9-5** 10 Pts	**November 16th**
Thirteen **November 17th**	Read Chapter 9 Continued	• MindTap Ch. 9 *Debug Exercise*	**November 23rd**
Fourteen **November 24th**	Read Chapter 10 Review PPT for Ch 10	• Ch. 10 Disc forum • MindTap **LEARN IT** Activity 10pts	**November 30th**
Fifteen **December 1st**	Read Chapter 13 Review PPT for Ch 13	• MindTap **APPLY IT:*Quiz*** Activity 10pts	**December 7th**
Sixteen **December 8th**	**ONLINE FINAL EXAM (Chaps: 6 – 10)**		**December 14th**