

CIS 104 Syllabus  
Introduction To Programming Logic – Winter 2022

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# Section 1: Course Overview

**Instructor**

**Michael Malleis**

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**Phone: (231) 348-6652**

**Office Hours:** Mondays 10:00 AM – 4:00 PM and physically by appointment

**Zoom Office Hours Link:** <https://zoom.us/j/7943762001>

**Course Information**

CIS 104 A Introduction To Programming Logic  
Winter 2022

Weekly Virtual Delivery

Tuesdays 6:00 PM – 9:50 PM

**Course Overview**

Provides the beginning programmer with a guide to developing structured program logic. This course assumes no programming experience and does not focus on any one particular language. It introduces programming concepts and enforces good style and logical thinking. Students will learn basic programming structure, flowcharts and documentation, and how to solve difficult structuring problems.

**Course Objectives**

To complete this course successfully, you will:

* Understand the basics of programming concepts and techniques.
* Be familiar with a practical hands-on approach when examining programming techniques.
* Practice good programming style and structure
* Develop problem-solving skills using logical thinking.

**Course Prerequisites**

None

# Section 2: Course Material and Tech Requirements

**Course Textbook and Materials**

**Required:**

* **Python for Everybody**
  1. <https://www.py4e.com/html3/>
     + There is a free online version of this text at the link above. You can buy physical copies as well

**Optional:**

* None

**General Course Requirements**

* This course will have regular class meetings via Zoom during the normal time period. Attendance at the zoom meetings is required!
* All email subject lines should be prefaced with your Course Number, Course Section, and the issue in question. **Example CIS 104 A Exercise #1 Professional Email**
* When compressed folders are required, they must be .zip format only
* Email is considered a form of professional communications. I only accept emails in professional format

**Online Course Requirements**

**Internet**

This course has online components. All interactions and activities will utilize internet technologies. *You are responsible for having a reliable computer and high-speed internet connection throughout the course.*

**Learning Management System (Brightspace)**

This course uses Brightspace as its learning management system (LMS). You must be able to use Brightspace to download and view documents, review and submit assignments, post to discussion boards, interact with others in the class, and view posted grades. For tutorials on how to use Brightspace, please click the *Learn How to Use Brightspace* link on the Brightspace home page or the *Get Help* link on the course menu.

* **Brightspace 101** – If you would like to learn how to navigate Brightspace and practice using its tools, you may self-enroll in this FREE, self-paced training course. The course can be found here: <https://ncmich.brightspace.com/d2l/le/discovery/view/course/20496>.
* **Intro to Online Learning** – Want to learn more about what taking an online course is like or determine whether online learning is for you? You may self-enroll in this FREE, self-paced course found here: <https://ncmich.brightspace.com/d2l/le/discovery/view/course/17188>.

**Email**  
You must check your North Central student email account daily. Any course correspondence outside of Brightspace will be sent to your North Central student email account. If you would like assistance accessing your student email account on your personal computer, smartphone, or other devices, you may contact the IT Help Desk (contact information in Section 6).

**Computer Requirements**  
This course requires that you have reliable, high-speed access to the internet and computer/laptop with updated software. You need to have access to and must be able to use:

* High-speed Internet access (i.e., cable modem, DSL)
* Webcam
* Web browser (Free) – the latest version of Firefox, Chrome, or Safari is recommended
* Microsoft Office - Free to North Central students as part of your tuition. To download Microsoft Office365, login to the North Central portal and select the My Office365 link.
* Adobe Acrobat Reader (Free)
* *NOTE: Online courses CANNOT be completed on mobile phones.*
* A good set of Headphones are recommended.

# Section 3: Communication Policy

**Communication Policy**

**I have a “3 before me” policy**. If you have questions regarding this course, you must review these resources before asking me to respond to individual questions of a non-personal nature:

* Syllabus
* Announcements in Brightspace
* General Questions discussion board

If you cannot find the answer to your question, please *post your question* in the General Questions discussion, which I monitor closely. Just as in a traditional classroom, your question will be answered and benefit your fellow classmates. *You are encouraged to subscribe to this forum and to answer questions from other students – this not only allows us to support each other but also helps provide timely assistance if I am away from my computer.*

**Instructor Response Expectations**

I do my best to respond to General Questions posts within 24-48 business hours but typically respond much sooner. If you have issues or questions of a personal nature, such as notifying me of a personal emergency or have questions regarding your grades, you are welcome to call or email me. Please allow 24-48 business hours for a response.

# Section 4: Other Policies

**Attendance/Participation**

Even though this course is 100% online, **it is a requirement that you actively participate in Zoom meetings.** The North Central Michigan College Student Code of Conduct found at <https://www.ncmich.edu/north-central-policies-resources/student-handbook.html> applies to online behavior, as well as in-person and on-campus classroom behavior. The expectation is that you will be professional and respectful when attending class via Zoom. Below you will find the class policies for attendance and participation in our Zoom meetings. Please read these policies carefully.

**There is a maximum of 4 unexcused absences! Going over this limit will result in automatic failure of the course.**

**Accessing Zoom Meetings**

* Links for weekly Zoom meetings can be found in Brightspace. In the course, go to the Activities link in the main navigation menu and select Zoom Meetings from the drop-down menu.

**Zoom Attendance Policy**

* Out of respect for your instructor and classmates, attendance and participation mean joining the meeting on time and staying until dismissed by the instructor.
* Two points will be given each week for attending and fully interacting in the class’s activities.
* **Attendance will be taken at each meeting** and is a substantive part of your final grade (see grade scheme in Section 5). Each student will receive *two* unexcused absences in the semester without penalty.  
    
  *\*\*Excused absences are granted at the discretion of the instructor.* Students who receive an excused absence for a meeting may recover attendance points by watching the meeting recording and writing a two-page summary that covers the entire meeting. The summary must be submitted to the instructor by email as an attachment. The attachment must be a Word document that is double-spaced, has 1-inch margins, and uses a 12-point Times New Roman font.

**Other Requirements**

* You ***must*** use your North Central student Zoom account to access meetings. You can access your Zoom account by going to the Activities link in the main menu of the course and selecting Zoom Meetings. If you need technical help, contact the IT Help Desk at [helpdesk@ncmich.edu](mailto:helpdesk@ncmich.edu) using your North Central student email account.
* Using a nickname, pseudonym, or any identifier other than your first and last name as listed on the class roster will result in ***not*** being admitted to the class meeting and marked as ***not*** in attendance.
* You must always **keep your webcam on** and ensure that your microphone is muted whenever you are not speaking to the class or the instructor.
* **Use the Chat function** of Zoom for questions or comments during the lecture portion of the meeting or write them down separately to ask in the Q&A portion of the meeting after the lecture. Please be sure that questions and comments posted to the chat are relevant to what is being covered. Refraining from posting unnecessary comments will help to ensure that the instructor can quickly address real questions/concerns during the lecture.

**STUDENT SAFETY STATEMENT  - WINTER SEMESTER 2022**

**VACCINATION**

North Central Michigan College strongly encourages all students to become vaccinated against COVID-19, as it is the most effective known measure to mitigate serious illness.  Contact your local health department for vaccination clinics in your geographic location or your primary care physician for vaccination options.

**MASKING**

Those not fully vaccinated are instructed to wear a mask over their nose and mouth while on the North Central Michigan Campus at all times.  Please know that for those fully vaccinated, there may be periods of time where you will be asked to wear a face mask for the safety of the campus community. *Currently, NCMC requires all students, regardless of vaccination status, to wear facemasks indoors until at least January 31, 2022.  This requirement may be extended at the discretion of the College.*

**OTHER BEST PRACTICES**

Practicing good hygiene, such as proper hand washing or hand sanitizing, socially distancing (at least 3 feet), staying home when ill and completing COVID-19 testing when you have symptoms (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea)  or exposure to COVID-19, are shown to be effective methods to mitigate spread of COVID-19.

**COMPLIANCE**

If a high case load of COVID-19 occurs during any semester, North Central Michigan College will institute additional safety measures for the campus community. If such measures are instituted, you as a student must comply.

**SYMPTOMS and ILLNESS REPORTING**

Finally, you are instructed to stay home if you are sick or had close contact with a person with COVID-19 (within 6 feet for over 15 minutes). You are to contact your instructor to report that you are ill and will be absent. Your instructor will contact the North Central Michigan College’s Chief Health Officer. You will be directed on what measures to take (e.g. testing, isolation, working with the Health Department of Northwest Michigan, or quantitative measures) and be told when it is safe for you to return to campus by North Central Michigan College’s Chief Health Officer. In the meantime, work with your instructor to plan for missed assignments.

**PLEDGE**

Please review the Together as North Central Pledge on the North Central Michigan College Website: <https://www.ncmich.edu/safety/together-as-north-central-pledge.html>

We thank you in advance for taking all of the steps listed above to keep yourself and those around you safe, as we work together to foster a healthy learning environment.

**Student Code of Conduct / Netiquette**

Students are responsible for obeying municipal, state, and federal laws, as well as North Central policies. The complete Student Code of Conduct, including the guidelines for netiquette in electronic communication, can be found in the North Central Student Handbook ([available online here](http://www.ncmich.edu/resources-support/other-support/north-central-policies-resources/student-handbook-a-rights-responsibilities.html#cofcond)).

**Late Work Policy**

In this class, you will be working closely with your peers and will often be reliant on others submitting their work in a timely fashion so you can complete assignments on time. Submitting late work puts undue pressure on your classmates and doesn’t show respect for their time or input. I am aware that emergencies happen, and life sometimes throws us unexpected challenges. I am willing to work with you on a *short-term, limited basis* when these things happen. ***You must contact me as soon as possible to*** ***make arrangements for late work without a penalty.***

Unless you have made arrangements with me *in advance*, the Late Work Policy for this class is:

* **Late Work (75%)  
  Late work is any assignment turned in past the due date, but WITHIN 48 hours of the deadline.** For example, if an assignment is due on Sunday night and you submit it Tuesday morning, it is Late Work. You cannot receive more than 75% of the assignment’s total points for Late Work.
* **Missed Work (50%)  
  Missed Work is an assignment turned in 48 hours or more AFTER the deadline.** You cannot receive more than 50% of the assignment’s total points for Missed Work. Timely assignment submissions are integral to the success of everyone in the class, so turning in something beyond 48 hours hurts you and your peers.
* **Ignored Work (0%)**  
  **Ignored work is any work unaccounted for in the semester**, which means I have no record of you doing it or turning it in. If you believe you have submitted an assignment but have not received a grade for the assignment a week after the deadline, please contact me. Even if you are a week late, it’s better to submit a missed assignment and get a few points rather than ignoring it and receiving none.

**Academic Integrity**

North Central holds its students to high standards of academic integrity in all areas of college life, including the distance education environment. Any form of academic dishonesty will not be tolerated and can have serious consequences, including automatic failure in the course and/or dismissal from the college. By taking any form of course assessment, you agree that:

* You are the person registered in this course who has participated in and will receive academic credit for this class and will not receive unauthorized assistance from any other person or source during this assessment.
* Acknowledge that unauthorized sharing of information about an assessment with others is strictly prohibited and could result in serious consequences.

**By accessing assessments in this course**, you are acknowledging your compliance with North Central’s standards of academic integrity and that any violation will be dealt according to the [Academic Dishonesty Process outlined in the North Central Student handbook](http://www.ncmich.edu/resources-support/other-support/north-central-policies-resources/student-handbook-a-rights-responsibilities.html#cofcond).

**Accessibility Statement**

In compliance with the Rehabilitation Act of 1973’s Section 504 and 508, and the Americans with Disabilities Act of 1990, North Central’s department of Learning Support Services (LSS) provides students with documented disabilities access to professional disability specialists, support staff, and specialized services. For more information about services provided or to request an accommodation for a disability, please [visit LSS on the web](http://www.ncmich.edu/resources-support/academic-support/learning-support-services/), on campus in Room 533 of the SCRC, or call 231-348-6682 from 8:30 am to 5 pm Monday –Friday (hours may vary, so please check the website).

**Copyright**

All materials and content in this course were created by the instructor, unless otherwise specified.   
  
**Student Appeals**

North Central’s student complaint and appeals processes begin with a student’s direct communication with the faculty/staff member in an attempt to work together to resolve the matter. For complete information on North Central’s student policies and processes regarding appeals & complaints, please see the [North Central Student Handbook](http://www.ncmich.edu/resources-support/other-support/north-central-policies-resources/student-handbook).

**Subject to Change**

All materials, assignments, and deadlines are subject to change. It is your responsibility to read course announcements and other communications.

# Section 5: Grading

**Grades and Grading Scale**

* Grades in this course are based on the number of points earned.
* All exercises are pass/fail and worth 1 point

| Category | # of Items | Total for Category |
| --- | --- | --- |
| Exercises | 16 | 30% |
| Class Attendance | 30 | 20% |
| Discussions | 9 | 10% |
| In Class Github Assignment | 13 | 20% |
| Exams | 2 | 20% |
|  | **TOTAL:** | **100%** |

**North Central Letter Grades**

The North Central letter grades corresponding to percentages achieved are:

| Letter | Percent | Letter | Percent |
| --- | --- | --- | --- |
| A | >93 | C | 73-76 |
| A- | 90-92 | C- | 70-72 |
| B+ | 87-89 | D+ | 67-69 |
| B | 83-86 | D | 63-66 |
| B- | 80-82 | D- | 60-62 |
| C+ | 77-79 | E | <60 |

**Return of Graded Work**

Grades will typically be posted within 1 week after the assignment’s due date. Please allow additional time for return of project grades – providing you with detailed and meaningful feedback is important to me.

# Section 6: Student Resources & Support

**Brightspace Support Portal**

If you are experiencing technical issues inside Brightspace, please visit the 24/7 Brightspace Help Portal by going to the *Need Help with Brightspace?* found in the right-hand column of the Brightspace home page. If you would like more information about using Brightspace tools, visit the *Learn to Use Brightspace* link on the main navigational menu of the Brightspace home page.

**The Brightspace Support Portal offers 24/7/365 access to:**

* Live chat
* Phone support (1-877-325-7778)
* Email ticketing system
* Searchable database of solutions to common issues

***Note: The Brightspace Support Portal and the IT Help Desk cannot grant you access to course materials or assist you with accessing/retaking quizzes or viewing grades without my authorization****.* If you have trouble accessing materials or experience an issue with tests in the course, please post to the General Questions discussion in the course first.

For other technical issues or questions, such as logging into the portal, contact the IT Help Desk using the contact information listed below.

**IT Help Desk**

Submit an IT Help Desk ticket through the “My Help Desk” button in your [student portal](http://www.ncmich.edu/ncmc-portal).

ADCL 63

231-348-6617

[helpdesk@ncmich.edu](mailto:helpdesk@ncmich.edu)

**Regular Business Hours**

Monday – Thursday 8:30 am – 7 pm EST

Friday – 8:30 am to 5 pm EST

*\*Hours may vary – check the* [*North Central website*](https://www.ncmich.edu/resources-support/help-desk.html) *for up-to-date information.*

**Evenings, Weekends, Holidays**

24/7 after-hours support: 231-622-7239

**Library**

The Library is the hub for all of your research, printing, and technology needs. You have access to more than a million print and online resources, such as books, newspaper and journal articles, videos, and government documents. Laptop computers and study rooms are also available to check out. Library staff are happy to help you locate information and assist with creating citations for class assignments.

231-439-6345

Visit the [North Central Library](http://www.ncmich.edu/resources-support/library/) online

[library@ncmich.edu](mailto:library@ncmich.edu)

**Hours**

Monday – Thursday 8 am – 7 pm EST

Friday – 8 am to 5 pm EST

*\*Hours may vary – check the* [*North Central website*](http://www.ncmich.edu/about-us/facts-resources/hours.html) *for up-to-date information.*

**Writing Center**

The [North Central Writing Center](mailto:https://ncmcwritingcenter.simplybook.me/v2/) offers FREE writing help for all students. Services include developing writing ideas, guiding research, assistance with organization, coaching in grammar and punctuation, learning APA and MLA formatting, and more. Make an appointment on the Writing Center website or just walk in! Can’t make it to campus? That’s okay… Remote appointments are available through phone or video chat.

231-439-6345

Located in the Library

[writingcenter@ncmich.edu](mailto:writingcenter@ncmich.edu)

**Hours**

Monday – 10 am – 5 pm EST

Tuesday – 10 am – 7 pm EST

Wednesday – 10 am – 7 pm EST

Thursday 10 am – 5 pm EST

*\*Hours may vary – visit the* [*Writing Center website*](mailto:https://ncmcwritingcenter.simplybook.me/v2/) *to make an appointment online.*

**Learning Support Services (LSS)**

LSS provides placement and other testing services, disability services, veterans services, academic mentoring, study support, tutoring, and other free resources to help students succeed.

**Personal Online and On-Campus Tutoring**

LSS offers FREE online and on-campus tutoring in many subjects. For detailed tutoring information, visit the [tutoring area of the North Central website](http://www.ncmich.edu/resources-support/academic-support/tutoring.html) or visit the ***Get Help*** link in the top navigational menu of any page in Brightspace to access free online tutoring.

231-348-6682

Located in the SCRC

**Hours**

Monday – Friday, 8:30 am – 5 pm EST

*\*Hours may change – check the* [*North Central website*](http://www.ncmich.edu/about-us/facts-resources/hours.html) *for up-to-date information.*

**Advising & Financial Aid**

To schedule an appointment with an advisor or to get assistance with FAFSA or financial aid questions, please click the “Make an Advising Appointment” link in the North Central portal or contact Student Services at:

* 231-348-6605 (Petoskey)
* 989-705-3775 (Gaylord)
* 231-597-0322 (Cheboygan).

**Hours**

Monday – Thursday 8:30 am – 5 pm EST

*\*Hours may vary – check the* [*North Central website*](http://www.ncmich.edu/about-us/facts-resources/hours.html) *for up-to-date information.*

**Campus Cupboard**

If you are dealing with food insecurity please utilize the North Central Campus Cupboard. You can email [campuscupboard@ncmich.edu](mailto:campuscupboard@ncmich.edu) or log into the portal (Click on “My North Central” then “forms” then “Campus Cupboard”).

**Counseling Services**If you are in need of counseling services please contact our full-time Counselor, Mary Mummaw, at [mmummaw@ncmich.edu](mailto:mmummaw@ncmich.edu) or 231-348-6700.

**Complete Listing of Resources & Support**

For a complete listing of student resources & support, please visit the [Student Services area of the North Central website](http://www.ncmich.edu/resources-support/), call 231-348-6605, or visit the Student & Community Resource Building on campus. The Student Services office is open Monday through Friday from 8:30 am to 5 pm EST (Hours may vary).

# Section 7: Schedule

| Module | Graded Activities | Due |
| --- | --- | --- |
| Module 1 – January 10-16 | * Start here activities (2 items) * Discussion #1 Intro and “Why Program?” * Exercise #0 Installation Screen Shots * Exercise #1 Hello World * Zoom Meeting Attendance | * ASAP * Thursday @ midnight - Initial post Sunday @ midnight – 2 peer responses * Sunday @ midnight * Sunday @ midnight |
| Module 2 – January 17-23 | * Exercise #2.0 Send Github Link * Exercise #2.3 Variables * Discussion #2 How to Ask A Question * Zoom Meeting Attendance | * Sunday @ midnight * Sunday @ midnight * Thursday @ midnight - Initial post Sunday @ midnight – 2 peer responses |
| Module 3 – January 24-30 | * Exercise #3.1 Conditional Execution * Exercise #3.3 * In Class Github * Discussion #3 * Zoom Meeting Attendance | * Sunday @ midnight * Sunday @ midnight * Sunday @ midnight * Thursday @ midnight - Initial post Sunday @ midnight – 2 peer responses |
| Module 4 – January 31 – February 6 | * Exercise #4.6 Functions * In Class Github * Discussion #4 * Zoom Meeting Attendance | * Sunday @ midnight * Sunday @ midnight * Thursday @ midnight - Initial post Sunday @ midnight – 2 peer responses |
| Module 5 – February 7-13 | * Exercise #5.2 Loops and Iterations * In Class Github * Discussion #5 * Zoom Meeting Attendance | * Sunday @ midnight * Sunday @ midnight * Thursday @ midnight - Initial post Sunday @ midnight – 2 peer responses |
| Module 6 – February 14-20 | * Exercise #6.5 Strings * In Class Github * Zoom Meeting Attendance | * Sunday @ midnight * Sunday @ midnight * In Class |
| Module 7 – February 21-27 | * Exercise #7.2 Files * In Class Github * Zoom Meeting Attendance | * Sunday @ midnight * Sunday @ midnight * In Class |
| Module 8 – February 28 – March 6 | * Exercise #8.4 Lists * Exercise #8.5 * In Class Github * **Mid Term Exam** * Zoom Meeting Attendance | * Sunday @ midnight * Sunday @ midnight * Sunday @ midnight * In Class |
| Module 9 – March 7-13 | * Exercise #9.4 Dictionaries * In Class Github * Zoom Meeting Attendance | * Sunday @ midnight * Sunday @ midnight * In Class |
| Module 10 – March 14-20 | * Exercise #10.2 Tuples * Exercise #11.1 Regular Expressions * In Class Github * Zoom Meeting Attendance | * Sunday @ midnight * Sunday @ midnight * In Class |
| Module 11 – March 21-27 | * Exercise #12.1 Request-Response Cycle * Exercise #12.2 Scraping HTML Data with Beautiful Soup * Exercise #12.3 Following Links with BeautifulSoup * In Class Github * Discussion #6 Scaping * Zoom Meeting Attendance | * Sunday @ midnight * Sunday @ midnight * Sunday @ midnight * Sunday @ midnight * Thursday @ midnight - Initial post Sunday @ midnight – 2 peer responses * In Class |
| SPRING BREAK – March 28 - April 3 | * Enjoy your week | * Nothing Due! |
| Module 12 – April 4-10 | * Exercise #13.1 Extracting Data from XML * Exercise #13.2 Extracting Data from JSON * Exercise #13.3 Using the GeoJSON API * In Class Github * Discussion #7 Data Formats * Zoom Meeting Attendance | * Sunday @ midnight * Sunday @ midnight * Sunday @ midnight * Sunday @ midnight * Thursday @ midnight - Initial post Sunday @ midnight – 2 peer responses |
| Module 13 – April 11-17 | * Discussion #3 OOP * Exercise #15.1 Single Table * Exercise #15.2 Counting * Exercise #15.3 Multi-Table Database   Exercise #15.4 Many Students in Many Courses   * In Class Github * Discussion #8 OOP Class Example * Zoom Meeting Attendance | * Sunday @ midnight * Sunday @ midnight * Sunday @ midnight * Sunday @ midnight * Sunday @ midnight * Thursday @ midnight - Initial post Sunday @ midnight – 2 peer responses |
| Module 14 – April 18-24 | * Exercise #16 Visualize Some Data * Zoom Meeting Attendance | * Next Sunday @ midnight |
| Module 15 – April 25 – May 1 | * In Class Activities * Zoom Meeting Attendance |  |
| Module 16 –May 2-6 *IMPORTANT: Semester ends on FRIDAY* | * **Final Exam** * Discussion #9 Final Thoughts * Zoom Meeting Attendance | * **In Class** * **FRIDAY 5/7** @ midnight |