



TENTATIVE—SUBJECT TO CHANGE
CIST1305 Program Design and Development
COURSE SYLLABUS
Fall Semester 2019

COURSE INFORMATION

Credit Hours/Minutes: 3/3000

Campus/Class Location: Swainsboro Campus, Building 2, Room 2106

Class Meets: Monday and Wednesday 1:00 PM – 2:50 PM

Course Reference Number (CRN): 20080

Preferred Method of Contact: Email: [Jamie Powers jpowers@southeasterntech.edu](mailto:jpowers@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Mr. Jamie Powers

Email Address: [Jamie Powers jpowers@southeasterntech.edu](mailto:jpowers@southeasterntech.edu)

Office Location: Swainsboro Campus, Building 2, Room 2106

Office Hours: 9 a.m. – 11 a.m. and 3 p.m. – 5:30 p.m. Monday/Wednesday

Phone: 478-289-2221

Fax Number: 478-289-2276

Tutoring Hours (if applicable): Made by appointment with instructor

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

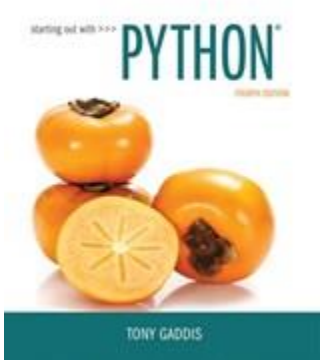
REQUIRED TEXT

Starting Out With Python, Tony Gaddis, Haywood Community College Publisher: Pearson

ISBN-10: 0-13-444432-9 ISBN-13: 978-0-13-44432-1

744 Pages PB

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REQUIRED SUPPLIES & SOFTWARE

Internet access, Python interpreter software.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

An introductory course that provides problem solving and programming concepts for those that develop user applications. An emphasis is placed on developing logic, troubleshooting, and using tools to develop solutions. Topics include: problem solving and programming concepts, structured programming, the three logic structures, file processing concepts, and arrays.

MAJOR COURSE COMPETENCIES

1. Define problem solving and programming concepts
2. Develop structured solutions using the three logic structures
3. Develop structured solutions utilizing file processing concepts
4. Develop structured solutions using arrays.

PREREQUISITE(S)

None

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Students are expected to complete all work shown on the attached assignment sheet. Students are also expected to complete all tests and comprehensive problems on the dates specified on the attached calendar. **Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55 PM on Monday of each week. Assignments will be saved to the students P:/cist1305 folder on STCs network drive or using One Drive.** Assignments are given with numerous days to complete; therefore **no assignment will be accepted late. After the due date a grade of zero will be given.** Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor. Students are responsible for policies and procedures included in the *STC Catalog and Handbook*. **CIST program students must earn a minimum grade of C in this course. Unannounced quizzes/assignments may be given. Students who miss an unannounced quiz or assignment will receive a grade of 0.**

DISCUSSION BOARD TOPICS must be appropriate to the class. Spelling and grammar are considered part of the grade. Posted content should fully answer the question. Short 1 to 2 sentence posts will not be sufficient. See

Discussion Board rubric attached. **Complete your initial post by Wednesday and all replies by the Monday due date.**

TRADITIONAL ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

In general review questions, chapter tests, and programming assignments will not be accepted after the due date. If you have circumstances that prevent you from completing assignments on time talk to your instructor before the due date when possible or as soon after if not possible.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or

citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu</p>

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College's Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State

Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Chapter Review Questions	20%
Programming Assignments	30%
Tests	35%
Discussion Boards	10%
Unannounced Quizzes	5%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Discussion Board Rubric

Criteria Weight	Exceptional 100	Proficient 90	Satisfactory 70	Poor 50	Unacceptable 0
Grammar/ Spelling 25.00 %	<ul style="list-style-type: none"> No grammatical or spelling errors (25 points) 	<ul style="list-style-type: none"> Grammatical and spelling errors are few and cause no comprehension problems. (22.5 points) 	<ul style="list-style-type: none"> Grammatical and spelling errors cause the reader to reread many parts of the post. (17.5 points) 	<ul style="list-style-type: none"> Grammatical and spelling errors are frequent making posts confusing to read and comprehend. (12.5 points) 	<ul style="list-style-type: none"> Grammatical and spelling errors are so numerous that the post is hard or impossible to comprehend. (0 points)
Posts & Word Count 25.00%	<ul style="list-style-type: none"> Posts early to allow time to read and reply Publishes at least one original post and at least one reply 125 - 150 words in main thread (25 points) 	<ul style="list-style-type: none"> Posts early to allow others time to read and reply Publishes one post and one reply 80 – 124 words in main thread (22.5 points) 	<ul style="list-style-type: none"> Posts at the last minute without allowing enough time for others to read and reply. Publishes one post and no replies 26 – 79 words in main thread (17.5 points) 	<ul style="list-style-type: none"> Posts at the last minute without allowing enough time for others to read and reply. Publishes no posts and one reply 0-25 words in main thread (12.5 points) 	<ul style="list-style-type: none"> Publishes no posts or replies (0 points)
Critical Thinking NO COPYING AND PASTING FROM WEBSITES. If any information comes from a website it must be cited as a resource. 25.00%	<ul style="list-style-type: none"> Content provides a thorough frame of reference for comprehending the solution; an original solution is provided. Numerous Resources listed (25 points) 	<ul style="list-style-type: none"> Content provides appropriate factual data but is not original or complete to solve problem or topic. Resources listed (22.5 points) 	<ul style="list-style-type: none"> Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution. Few resources listed (17.5 points) 	<ul style="list-style-type: none"> Content is not a realistic solution to the problem or topic. One resource listed (12.5 points) 	<ul style="list-style-type: none"> Content fails to offer a conscientious solution to selected problem or topic. No resource listed (0 points)
Explanation 25.00%	<ul style="list-style-type: none"> All Steps are covered. Questions are answered correctly. (25 points) 	<ul style="list-style-type: none"> Most Steps are covered and answered correctly. (22.5 points) 	<ul style="list-style-type: none"> Most steps are covered but not answered correctly. (17.5 points) 	<ul style="list-style-type: none"> Less than half of the steps are covered and answered correctly. (12.5 points) 	<ul style="list-style-type: none"> Less than half of the steps are covered and not answered correctly. (0 points)

CIST1305 Program Design and Development

Fall Semester 2019 Lesson Plan

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 Aug 13 - 19	1	<p>Class Introduction – Syllabus, Outline, Work Ethics, Rules, and Regulations Coverage</p> <p>Introduction to Computers and Programming</p>	<p>Logon to the course on BLACKBOARD.</p> <p>All students: Click the Getting Started link. Complete all tasks located under the Start Here Items. You must complete the Pledge and Student Introduction tasks within the first 3 days of class. Otherwise, you will be dropped from this class!!!.</p> <p>Read and work thru Chapter 1 Install Python (if not already installed) and review Appendix A & B Lecture: Introduction to computers and programming. Do Chapter 1 Review Questions on BLACKBOARD. Take Chapter 1 Test on BLACKBOARD ALL WEEK 1 ASSIGNMENTS ARE DUE 11:55 PM AUGUST 19</p>	1 a, c
Week 2 Aug 20 - 26	2	<p>Input, Processing, and Output</p> <p>Monday January 21 is a holiday, No Class</p>	<p>Read and work thru Chapter 2 Lecture: Input, Processing and Output Do Chapter 2 Programming Exercises 2, & 5 Save all work for this assignment in your P:\cist1305 folder using the following naming convention for exercise files: ch#ex#.py Example: chapter 2 exercise 2 - ch2ex2.py ALL WEEK 2 ASSIGNMENTS ARE DUE 11:55 PM AUGUST 26</p>	1,2,3 a, b, c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 3 Aug 27 – Sept 2	2	Input, Processing, and Output	Do Chapter 2 <u>Programming Exercises 8 & 12</u> Lecture: Input, Processing and Output, programming examples Save all work for this assignment in your P:\cist1305 folder. Complete <u>Discussion Board 1</u> on BLACKBOARD. ALL WEEK 3 ASSIGNMENTS ARE DUE 11:55 PM September 3	1,2,3 a, b, c
Week 4 Sept 3 - 9	3	Decision Structures and Boolean Logic	Read and work thru <u>Chapter 3</u> . Lecture: Decision structures and Boolean logic, programming examples Do <u>Discussion Board Topic #2</u> on BLACKBOARD. Do Chapter 3 <u>Programming Exercises 2 & 3</u> Save all work for this assignment in your P:\cist1305 folder. ALL WEEK 4 ASSIGNMENTS ARE DUE 11:55 PM SEPTEMBER 9	1,2,3 a, b, c
Week 5 Sept 10 - 16	3	Decision Structures and Boolean Logic continued	Do Chapter 3 <u>Programming Exercises 6 & 13</u> Lecture: Decision structures and Boolean logic, programming examples Save all work for this assignment in your P:\cist1305 folder. Do Chapter 3 <u>Review Questions</u> on BLACKBOARD. Take Chapter 3 <u>Test</u> on BLACKBOARD. ALL WEEK 5 ASSIGNMENTS ARE DUE 11:55 PM SEPTEMBER 16	1,2,3 a, b, c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 6 Sept 17 - 23	4	Repetition Structures	Read and work thru Chapter 4 Do Discussion Board Topic #3 on BLACKBOARD. Lecture: Repetition structures, programming examples Do Chapter 4 Programming Exercises 1, 5 & 6 Save all work for this assignment in your P:\cist1305 folder. ALL WEEK 6 ASSIGNMENTS ARE DUE 11:55 PM SEPTEMBER 23	1,2,3 a, b, c
Week 7 Sept 23 - 30	4	Repetition Structures	Do Chapter 4 Programming Exercises 8 & 10 Lecture: Repetition structures, programming examples Save all work for this assignment in your P:\cist1305 folder. Do Chapter 4 Review Questions on BLACKBOARD. Take Chapter 4 Test on BLACKBOARD. ALL WEEK 7 ASSIGNMENTS ARE DUE 11:55 PM SEPTEMBER 30	1,2,3 a, b, c
Week 8 Oct 1 - 7	5	Functions	Read and work thru Chapter 5 Do Discussion Board Topic #4 on BLACKBOARD. Lecture: Functions, programming examples Do Chapter 5 Programming Exercises 1, 3 & 4 Save all work for this assignment in your P:\cist1305 folder. ALL WEEK 8 ASSIGNMENTS ARE DUE 11:55 PM OCTOBER 7	1,2,3 a, b, c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 9 Oct 8 - 14	5	Functions – continued	Do Chapter 5 <u>Programming Exercises 11, 15, & 20</u> Lecture: Functions, programming examples Save all work for this assignment in your P:\cist1305 folder. Do Chapter 5 <u>Review Questions</u> on BLACKBOARD. Take Chapter 5 <u>Test</u> on BLACKBOARD. ALL WEEK 9 ASSIGNMENTS ARE DUE 11:55 PM OCTOBER 14	1,2,3 a, b, c
Week 10 Oct 15 - 21	6	Files and Exceptions	Read and work thru <u>Chapter 6</u> Do <u>Discussion Board Topic #5</u> on BLACKBOARD. Lecture: Files and Exceptions, programming examples Do Chapter 6 <u>Programming Exercises 3 & 4</u> Save all work for this assignment in your P:\cist1305 folder. ALL WEEK 10 ASSIGNMENTS ARE DUE 11:55 PM OCTOBER 21	1,2,3 a, b, c
Week 11 Oct 22 - 28	6	Files and Exceptions continued	Do Chapter 6 <u>Programming Exercises 5, 6 & 9</u> Lecture: Files and Exceptions, programming examples Save all work for this assignment in your P:\cist1305 folder. Do Chapter 6 <u>Review Questions</u> on BLACKBOARD. Take Chapter 6 <u>Test</u> on BLACKBOARD. ALL WEEK 11 ASSIGNMENTS ARE DUE 11:55 PM OCTOBER 28	1,2,3 a, b, c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 12 Oct 29 – Nov 4	7	Lists and Tuples Spring Break April 1 – 4, No Classes	Read and work thru Chapter 7 Do Chapter 7 Programming Exercises 1, 2, 3, 5 & 10 Lecture: Lists and Tuples, programming examples Save all work for this assignment in your P:\cist1305 folder. Do Chapter 7 Review Questions on BLACKBOARD. Take Chapter 7 Test on BLACKBOARD. ALL WEEK 12 ASSIGNMENTS ARE DUE 11:55 PM NOVEMBER 4	1,3,4, a, b, c
Week 13 Nov 5 - 11	8	More about Strings	Read and work thru Chapter 8 Do Chapter 8 Programming Exercises 1, 3, 5, & 10 Lecture: Lists and Tuples, programming examples Save all work for this assignment in your P:\cist1305 folder. Do Chapter 8 Review Questions on BLACKBOARD. Take Chapter 8 Review Test on BLACKBOARD ALL WEEK 13 ASSIGNMENTS ARE DUE 11:55 PM NOVEMBER 11	1,3,4 a, c
Week 14 Nov 12 - 18	10	Classes and Object-Oriented Programming	Read and work thru Chapter 10 Do Chapter 10 Programming Exercises 2, & 3 Lecture: Classes and Object Oriented programming, programming examples Save all work for this assignment in your P:\cist1305 folder. ALL WEEK 14 ASSIGNMENTS ARE DUE 11:55 PM NOVEMBER 18	3,4 a,b,c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 15 Nov 19 – Dec 2	10	Classes and Object-Oriented Programming continued	Do Chapter 10 <u>Programming Exercises 5 & 8</u> Lecture: Classes and Object Oriented programming, programming examples Save all work for this assignment in your P:\cist1305 folder. Do Chapter 10 <u>Review Questions</u> on BLACKBOARD. Take Chapter 10 <u>Test</u> on BLACKBOARD ALL ASSIGNMENTS ARE DUE 11:55 PM DECEMBER 2	3,4 a,b,c

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

1. Define problem solving and programming concepts
2. Develop structured solutions using the three logic structures
3. Develop structured solutions utilizing file processing concepts
4. Develop structured solutions using arrays.

GENERAL CORE EDUCATIONAL COMPETENCIES

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.