



**CIST1305 Program Design and Development
COURSE SYLLABUS
Spring Semester 2018**

COURSE INFORMATION

Credit Hours/Minutes: 3/3000
Class Location: Swainsboro Campus, Building 2, Room 2106
Class Meets: Monday and Wednesday 1:00 PM – 2:50 PM
Course Reference Number (CRN): 40037

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Mr. Jamie Powers
Office Location: Swainsboro Campus, Building 2, Room 2106
Office Hours: 3:00pm – 5:30pm Monday/Wednesday Swainsboro Campus and 3:45pm – 5:00pm
Email Address: [Jamie Powers jpowers@southeasterntech.edu](mailto:jpowers@southeasterntech.edu)
Phone: 478-289-2221
Fax Number: 478-289-2214
Tutoring Hours (if applicable): Made by appointment with instructor

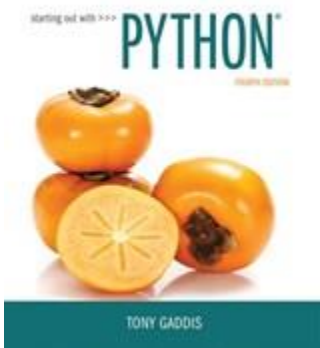
SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student 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.

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 Wednesday of each week. Assignments will be saved to the students P:/cist1305 folder on STCs network 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*. **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.**

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 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.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

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 advise me and make appropriate arrangements with [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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 when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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 speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

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

Statement will vary per program, course, or instructor. Information should be included pertaining to such items as tests, quizzes, homework, etc.

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 Student 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 and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

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

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@southeasterntech.edu

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 \(STC\) 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

CIST1305 Program Design and Development Spring Semester 2018 Lesson Plan

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
Day 1 January 8		Class Introduction – Syllabus, Outline, Work Ethics, Rules, and Regulations Coverage	<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>	
Week 1 January 9 – 15	1	Introduction to Computers and Programming	<p>Read and work thru Chapter 1</p> <p>Install Python (if not already installed) and review Appendix A & B</p> <p>Save all work for this assignment in your P:\cist1305 folder.</p> <p>Do Chapter 1 Review Questions on BLACKBOARD.</p> <p>Take Chapter 1 Test on BLACKBOARD</p> <p>ALL WEEK 1 ASSIGNMENTS ARE DUE 11:55 PM JANUARY 15</p>	1 a, c
Week 2 January 16 – 22	2	Input, Processing, and Output	<p>Read and work thru Chapter 2</p> <p>Save all work for this assignment in your P:\cist1305 folder.</p> <p>Do Chapter 2 Programming Exercises 2, & 5</p> <p>Save all work for this assignment in your P:\cist1305 folder using the following naming convention for exercise files: ch#ex#.py</p> <p>Example: chapter 2 exercise 2 - ch2ex2.py</p> <p>ALL WEEK 1 ASSIGNMENTS ARE DUE 11:55 PM JANUARY 22</p>	1,2,3 a, b, c
Week 3 January 23 – 29	2	Input, Processing, and Output	<p>Do Chapter 2 Programming Exercises 8 & 12</p> <p>Save all work for this assignment in your P:\cist1305 folder.</p> <p>Complete Discussion Board 1 on BLACKBOARD.</p> <p>ALL WEEK 1 ASSIGNMENTS ARE DUE 11:55 PM JANUARY 29</p>	1,2,3 a, b, c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 4 January 20 – February 5	3	Decision Structures and Boolean Logic	Read and work thru Chapter 3 . Do Discussion Board Topic #2 on BLACKBOARD. Do Chapter 3 Programming Exercises 2 & 3 Save all work for this assignment in your P:\cist1305 folder. ALL WEEK 1 ASSIGNMENTS ARE DUE 11:55 PM FEBRUARY 5	1,2,3 a, b, c
Week 5 February 6 – 12	3	Decision Structures and Boolean Logic continued	Do Chapter 3 Programming Exercises 6 & 13 Save all work for this assignment in your P:\cist1305 folder. Do Chapter 3 Review Questions on BLACKBOARD. Take Chapter 3 Test on BLACKBOARD. ALL WEEK 1 ASSIGNMENTS ARE DUE 11:55 PM FEBRUARY 12	1,2,3 a, b, c
Week 6 February 13 - 19	4	Repetition Structures	Read and work thru Chapter 4 Do Discussion Board Topic #3 on BLACKBOARD. Do Chapter 4 Programming Exercises 1, 5 & 6 Save all work for this assignment in your P:\cist1305 folder. ALL WEEK 1 ASSIGNMENTS ARE DUE 11:55 PM FEBRUARY 19	1,2,3 a, b, c
Week 7 February 14 – 26	4	Repetition Structures	Do Chapter 4 Programming Exercises 8 & 10 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 1 ASSIGNMENTS ARE DUE 11:55 PM FEBRUARY 26	1,2,3 a, b, c
Week 8 February 27 – March 5	5	Functions	Read and work thru Chapter 5 Do Discussion Board Topic #4 on BLACKBOARD. Do Chapter 5 Programming Exercises 1, 3 & 4 Save all work for this assignment in your P:\cist1305 folder. ALL WEEK 1 ASSIGNMENTS ARE DUE 11:55 PM MARCH 5	1,2,3 a, b, c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 9 March 6 – 12	5	Functions – continued	Do Chapter 5 <u>Programming Exercises 11, 15, & 20</u> 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 1 ASSIGNMENTS ARE DUE 11:55 PM MARCH 12	1,2,3 a, b, c
Week 10 March 13 – 19	6	Files and Exceptions	Read and work thru <u>Chapter 6</u> Do <u>Discussion Board Topic #5</u> on BLACKBOARD. Do Chapter 6 <u>Programming Exercises 3 & 4</u> Save all work for this assignment in your P:\cist1305 folder. ALL WEEK 1 ASSIGNMENTS ARE DUE 11:55 PM MARCH 19	1,2,3 a, b, c
Week 11 March 20 – 26	6	Files and Exceptions continued	Do Chapter 6 <u>Programming Exercises 5, 6 & 9</u> 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 1 ASSIGNMENTS ARE DUE 11:55 PM MARCH 26	1,2,3 a, b, c
Week 12 March 27 – April 9	7	Lists and Tuples	Read and work thru <u>Chapter 7</u> Do Chapter 7 <u>Programming Exercises 1, 2, 3, 5 & 10</u> Save all work for this assignment in your P:\cist1305 folder. Do Chapter 7 <u>Review Questions</u> on BLACKBOARD. Take Chapter 7 <u>Test</u> on BLACKBOARD. ALL WEEK 1 ASSIGNMENTS ARE DUE 11:55 PM APRIL 9	1,3,4,5 a, b, c
Week 13 April 10 – 16	8	More about Strings	Read and work thru <u>Chapter 8</u> Do Chapter 8 <u>Programming Exercises 1, 3, 5, & 10</u> Save all work for this assignment in your P:\cist1305 folder. Do Chapter 8 <u>Review Questions</u> on BLACKBOARD. Take Chapter 8 <u>Review Test</u> on BLACKBOARD ALL WEEK 1 ASSIGNMENTS ARE DUE 11:55 PM APRIL 16	1,3,4 a, c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 14 April 17 – 23	10	Classes and Object-Oriented Programming	Read and work thru Chapter 10 Do Chapter 10 Programming Exercises 2, & 3 Save all work for this assignment in your P:\cist1305 folder. ALL WEEK 1 ASSIGNMENTS ARE DUE 11:55 PM APRIL 23	3,4 a,b,c
Week 15 April 24 – May 3	10	Classes and Object-Oriented Programming continued	Do Chapter 10 Programming Exercises 5 & 8 pp.478-479. Save all work for this assignment in your P:\cist1305 folder. Do Chapter 10 Review Questions on BLACKBOARD. Take Chapter 10 Test on BLACKBOARD ALL WEEK 1 ASSIGNMENTS ARE DUE 11:55 PM MAY 3	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.