

CSC 119 Syllabus  
Spring 2018

- [Catalog Info](#)
- [Dates & Materials](#)
- [Course Assessment](#)
- [Conduct Standards](#)
- [Contact Info](#)
- [Services and Resources](#)
- [Non-Discrimination & Mandatory Reporting](#)
- [Addendum](#)
  
- [Full Syllabus](#)

## Catalog Info

### Catalog Description

Focuses on a general introduction to computer programming. Emphasizes the design and implementation of structured and logically correct programs

### Credit Hours

3 Credits

### Pre-Requisites

- Computer Basics and Literacy (File Management, Windows and Internet Navigation)
- College level reading, writing and math

### Degree / Certificate Programs

- Computer Science Certificate
- Programming Specialist AAS
- Game Development Certificate & AAS
- Web Development: Front-End Certificate
- Web Development AAS
- Computer Support Technician

[Back to Top](#)

# Course Topics and Objectives

## Topics

- I. Numbering Systems
- II. Introduction to Structured Programming and Problem Solving
- III. Variables and Constants
- IV. Input and Output
- V. Decision Structures and Loops
- VI. Modularizing Programs
- VII. Arrays
- VIII. Records and Files

## Course Objectives

1. Demonstrate how to convert a binary number to a hexadecimal number.
2. Input data from the computer keyboard using standard input and output commands via a programming language.
3. Create a program that demonstrates the use of variables and constants.
4. Develop and implement basic program elements of processes, loops, and sequences.
5. Write a program using control structures and functions.
6. Write and modify a program using array processing.
7. Design a program that outputs processed data to the computer screen.
8. Create a program using File I/O from a program specification.

[Back to Top](#)

## Important Dates and More

The current RRCC [Academic Calendar](#) is your most accurate source of academic events and deadlines.

## Course Info

- Course Days and Times:
  - All Sections 001 Sat 9:00-12:30PM
  - Room 1012
- Drop Date: Wed 2.9.18
- Withdraw Date: Wed 4.13.18
- Final Grades Posted: Sun 5.13.18
- [Course Schedule](#)
  - Dates and assignments may be adjusted for the course as the semester progresses.

## College Info

- [Graduation Applications](#) Due: Wed 1.31.18
- Summer 2018 Registration Open: Mon 4.2.18 [Schedule](#) ([www.rrcc.edu/schedule-catalog](http://www.rrcc.edu/schedule-catalog))
- Campus Closure Information: Did you know RRCC is exempt from the State Inclement Weather Policy and may remain open while other state government offices close? You can learn when bad weather or emergency conditions require that either of the Red Rocks campuses are closed via local news media, the RRCC website, or by calling the campus closure line at 303-914-6600.
- Campus maps for both the Lakewood campus and the Arvada campus are available for assistance locating your classrooms and other campus services: [Lakewood Campus Interior](#) ([www.rrcc.edu/campus-maps/lakewood-interior](http://www.rrcc.edu/campus-maps/lakewood-interior)) and [Arvada Campus](#) ([www.rrcc.edu/campus-maps/arvada](http://www.rrcc.edu/campus-maps/arvada))

[Back to Top](#)

## Course Materials

- Paper, Pencil, pen, notebook
- Required Textbook
  - Python for Everyone by Horstmann 2nd Edition ISBN: 9781119056362
- Memory stick/external storage
- Software
  - Python 3.3 or 3.4 (NOT the latest version or any version lower)
  - XMind
- Access to internet
- Good attitude and desire to learn and succeed.

[Back to Top](#)

## Course Contact

### Announcements Items

Always check the Announcements section on the Course Home page in D2L when you first enter the course. Any Announcements, changes, etc. that affect the entire class will be posted as a Announcements item. Make sure you have read all the Announcements items.

### Discussion Items

Discussion info regarding the week and/or projects will be posted by both students and the instructor. Make sure you have read all the Discussion postings in D2L for each forum.

## Emergency / Time Sensitive

D2L Announcements item will be posted

In class students can opt-in to receive text messages for emergency and/or time sensitive situations for the course by completing the quiz on D2L > Content > Start Here > Text Communication Opt-In

[Back to Top](#)

## Instructor Contact

**Primary Email: Dena.Bramhall@rrcc.edu**

Response within 48 hours

## D2L Internal Messaging

WILL NOT BE USING

[Back to Top](#)

## Student Contact

**Student Email: @student.cccs.edu**

RRCC communicates with students via email only through their student email address. For activation information and instructions for setting up your account, go to: [Student Email](#) (www.rrcc.edu/admissions/student-email).

## D2L Internal Messaging

WILL NOT BE USING

[Back to Top](#)

## Assignments

### Participation 10%

Attendance is required and a *Time Sheet* grade will be earned for each class meeting that cannot be earned if absent for any reason or late more than 10 minutes to class.

Chapter Quizzes - will be graded on accuracy with unlimited attempts and they are available until the start of the final exam period. The highest attempt score earned will post into D2L grades.

The discussion board is a beneficial tool for all students. It provides a peer to peer message board so that students may ask questions and answer them as well. Discussions are also monitored by the instructor, and any questions pertinent to the entire class should be posted to either the weekly or project discussion forums. Students are encouraged to subscribe to the discussion so that they are notified when new posts have occurred.

## Projects 60%

### Project Submission Requirements: D2L Project Quiz

- Each project quiz has an unlimited number of attempts up until the posted due date.
- If multiple attempts are made, only the last attempt will be evaluated by the instructor even if other attempts have a higher initial score.
- Quiz attempts left "in progress" will be deleted and not evaluated by the instructor.
- The quiz is made up of specific questions relating to the project.
- The quiz questions are both automatically graded questions by D2L and essay questions that the instructor must grade.
- Projects submitted via email or another format that is **NOT** the D2L Project Quiz will not be accepted.

### Student Requirements:

- The D2L project quiz must be completed for a successful project submission.
- You must adhere to the due dates posted to the D2L for the project. Late assignments will be evaluated based upon the late assignment policy (see below).
- Students are responsible for their own time management and leaving themselves time in which to ask questions prior to a project due dates. Projects are not assigned to be completed the day the assignment is due, but are assigned over a week or more period of time for the student to work on the assignment ahead of the due date.
- Projects should be completed following the design and code rubrics
  - [Design Rubric](#)
  - [Code Rubric](#)
- Each project quiz submission should be verified. If the student doesn't see it in D2L, neither can the instructor and it cannot be graded!
- The student is responsible for making sure correct files are copied and pasted into the D2L quiz. Each quiz submissions should be double checked.
- As part of the Computer Technology Department's effort to reduce academic dishonesty, make sure homework files are not left laying around on the hard-drive.
- The safest way to work is directly on a memory stick.
- Do not leave files or printouts of homework laying around.
- **It is the student's responsibility to make sure work is secure!**

## Exams 30%

There is both a midterm and final exam for the course. The exams will be taken as scheduled on the course schedule. The exams are individual exams and there is a time limit for the exam.

[Back to Top](#)

## Late Assignment Policy:

### General Info

- Every student has circumstances that occur that they must work through during the course of the semester. The late assignment policy is in place so that no student must justify their circumstances to the instructor, nor verify the circumstance with documentation records. If a student feels their circumstance warrants exception, they have the option of requesting an incomplete (based upon the incomplete guidelines outlined in the catalog) or withdrawing from the course if it is still within the withdraw date. If it is outside the withdraw date, the student can petition for an exception with Enrollment Services. If the student chooses to remain in the course, they are bound by the syllabus terms, including the late assignment policy, and there will be no exceptions made no matter the circumstance.
- All due dates for attendance time sheets, homework projects, chapter quizzes and exams are posted in D2L.
- Students are responsible for verifying submissions and turning in assignments on time!
- Technical difficulties is **NOT** an acceptable reason to turn in any assignment late.
- **NO** work will be accepted, even considering the late policy, after the course ends.

### Time Sheet

- Online course sections:
  - **10%** deduction will be applied to any time sheet attempt that needs to be fixed by the instructor due to student password submission error.
  - Email notification to the instructor is required for any time sheet grade change within one week.
  - A time sheet never attempted by the student will result in a 0 grade.
- Face-to-Face or Hybrid course sections:
  - Any student more than 10 minutes late will not receive the time sheet points for that class meeting.

### Chapter Quizzes

- No late assignment exception is available for chapter quizzes.

### Projects

- Allow plenty of time to complete the project assignments so that you do not incur late penalties.

- Do **NOT** wait until the last minute to begin your homework.
- Projects are not assigned to be completed the day the assignment is due, but are assigned over a week or more period of time for the student to work on the assignment ahead of the due date.
- **10%** deduction per day will be applied to any project assignment that is submitted late.
- An email notification by the student to the instructor is required to open the quiz for any late submission.
- Email notifications after **3:00 PM** will be transferred to the next day and an additional late day will accrue.

## Exams

- **10%** deduction per day will be applied for any exam that was not completed during the original exam time frame specified on the course schedule.
- An email notification by the student to the instructor is required for all missed exams.
- Email notifications after **3:00 PM** will be transferred to the next day and an additional late day will accrue.

[Back to Top](#)

## Grading Scale | Evaluation

- A (90% or Above)
- B (80% - 89%)
- C (70% - 79%)
- D (60% - 69%)
- F (59% or Below)
- I (Incomplete)
  - If you are not able to complete the learning objectives before the end of a course because of verifiable extenuating circumstances, the instructor may assign a grade of incomplete at his or her discretion. Before you are eligible to receive an "I", you must have completed a minimum of 75% of the course work with a grade of C (or higher). Before the end of the course, you are responsible for making arrangements with the instructor to complete an Incomplete Grade Contract. If you do not complete the course work by the agreed-upon deadline, the instructor will change the "I" grade to the letter grade stipulated in the contract. If no grade change is issued, the "I" will be changed to the letter grade indicated on the incomplete contract. No incomplete grade will be given unless the student has participated in class regularly and has met the requirements for the incomplete policy. Incompletes are considered only upon the student's request and require the instructor's approval. Arrangements for an Incomplete grade must be made prior to the last week of the course.
- AW (Administrative Withdraw)
  - The Computer Technology Department does not give AW (administrative withdraws). If you feel you cannot complete the class, make sure you withdraw in time with admissions.
- Overall Grade Evaluation
  - 10% Participation

- 30% Exams
- 60% Projects

[Back to Top](#)

## Academic Misconduct

Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the RRCC disciplinary procedures, see the current [Student Handbook](#) ([www.rrcc.edu/student-life/handbook](http://www.rrcc.edu/student-life/handbook)).

In addition to the examples outlined in the Student Handbook, turning assignments copied from another student is considered plagiarism. This includes copying a file before the assignment has been completed and then finishing up the work on your own. Students may discuss programs with other students; they may ask another student to review their assignment; they may ask another student for help in tracking down a problem. A student may NOT copy homework files at any time unless the instructor has explicitly instructed the student to do so. Both the student who copies a homework file and the student from whom the file has been copied will be held responsible and will receive a failing grade for the course.

Never email another student homework files or lend another student homework either electronically or hard copies. A student should not compromise themselves in any way which could lead to academic dishonesty. Any and all parties will be held responsible for the academic dishonesty and will be disciplined accordingly.

[Back to Top](#)

## Student Benefits

- [Microsoft Imagine](#) - for all current Computer Technology Students.
- [Office 365 ProPlus Self Help Guide for Students](#)
- [VMware Horizon View Student Instructions](#)
- [Student Life](#) ([www.rrcc.edu/student-life](http://www.rrcc.edu/student-life))
- [Student Health Center](#) ([www.rrcc.edu/student-health-clinic](http://www.rrcc.edu/student-health-clinic))
- [Student Rec Center](#) ([www.rrcc.edu/student-recreation-center](http://www.rrcc.edu/student-recreation-center))

[Back to Top](#)

## College Resources

- [Computer Technology Department](#) ([www.rrcc.edu/computer-technology](http://www.rrcc.edu/computer-technology))
- [D2L](#) (<http://rrcc.desire2learn.com>)
- [Tutoring](#)



- Other Student Services
  - [Student Success Services](#)
  - [Learning Skills](#)
  - [Peer Counseling](#)
  - [Entrepreneur Center](#)
  - [IDEA Lab](#)
  - [Communication Lab](#)
- [Computer Services Help Desk](#) ([www.rrcc.edu/computer-services](http://www.rrcc.edu/computer-services))

[Back to Top](#)

## Internships

Start your search for an internship by registering on [CareerConnect](#) ([www.rrcc.edu/career-connect](http://www.rrcc.edu/career-connect)), the cloud based platform for RRCC students to find jobs and internships with Metro area employers. Make an appointment with the internship coordinator for a resume critique and additional help to find the right internship. Stop by the internship office, room 1260 in the Learning Commons.

[Back to Top](#)

## Accessibility Services

ADAAA (Americans with Disabilities Act Amendments Act of 2008) and Section 504 of the Rehabilitation Act of 1973: Red Rocks Community College is committed to access for students with disabilities. If you are a student with a disability and need assistance or are interested in requesting accommodations, please contact Accessibility Services. Faculty are not obligated to provide accommodations without proper notification by Accessibility Services and accommodations are not retroactive. Students may contact the Access staff by telephone or email to make an intake appointment at 303-914-6733, 720-372-1591(VP) or Accessibility Services [access@rrcc.edu](mailto:access@rrcc.edu). Accessibility Services is located in Suite 1182 at the Lakewood campus. More information is available at the [Accessibility Services](#) ([www.rrcc.edu/accessibility-services](http://www.rrcc.edu/accessibility-services)).

[Back to Top](#)

## Student Responsibility

CSC 119 is a beginner level programming course and it does require students to have a basic understanding of computers and algebraic math skills to be successful. It is the student's responsibility to make sure they are meeting all the expectations of the course. Resources are available to help all students, but the student must seek out these resources.

You are expected to be responsible for your own learning and one of the most important necessary skills in meeting this responsibility is for you to ask questions, so please do so. In addition, you will need to set personal deadlines to make sure that you can complete all of the work on time.

It is your responsibility to check the Course Schedule posted to the D2L course shell when you are absent and request any make-up work from the instructor before the start of the next class. If you are gone during one of the exams, it cannot be made up or retaken unless there are exceptional circumstances, which will be handled on an individual basis. All make-up work is to be completed outside of class, time during class is devoted to the current lesson.

Attendance is required and is a part of your grade. Material will be covered in lecture that is not in your textbook, and you will be responsible for knowing this material even if you miss the lecture at which it is covered.

The current RRCC [Student Handbook](http://www.rrcc.edu/student-life/handbook) (www.rrcc.edu/student-life/handbook) is your most current source of dates, resources, contacts, and policies.

For additional college policies, please see the current ( [RRCC Catalog](http://www.rrcc.edu/schedule-catalog) www.rrcc.edu/schedule-catalog)

For a three credit hour course such as this, you should expect to spend at least 8-15 hours per week on the coursework, including reading assignments, viewing videos, completing assignments and other activities. Students are expected to be courteous and respectful to the instructor and fellow students during class and in all written or verbal communications ([Course Communication Etiquette & Netiquette](#)).

[Back to Top](#)

## Instructor Objective

*"I'm not concerned with your liking or disliking me...All I ask is that you respect me as a human being."*- Jackie Robinson, US Baseball Player 1919-1972

My goal is to lay a solid foundation in programming.

Please let me know what I can do to help. The most important element of any class is communication between students and the instructor. Let's all have a great semester!

[Back to Top](#)

## Respectful Classroom Standards

A safe environment depends on each individual exercising respect and expecting the same from others. Respect is demonstrated by:

1. Being on time, prepared for class and staying throughout the entire class period.
2. Keeping an open mind. Listening carefully without interrupting with the goal of understanding the perspective of others.
3. Being willing to share your opinions and insights verbally and non-verbally in a manner that shows thoughtfulness about the cultural and social sensitivities of others.
4. Asking questions that are relevant to the topic and meant to elicit deeper understanding.

5. Keeping electronic tools that are not required for class participation turned on silent and put away.
6. Taking care of personal hygiene and dressing in a way that is not distracting to others.
7. Addressing problems or concerns in a timely and courteous fashion, offering solutions or ideas for change.

You can expect the same standards of behavior from the instructor as is expected of you.

[Back to Top](#)

## **Standard Response Protocols Disruptive or Dangerous Behavior**

[In an Emergency, when you hear it. Do it!](#)

RRCC follows the standard response protocols visible in each in classroom and around both campuses. The RRCC Emergency Management Plan and additional useful information are available via the RRCC Police Department homepage.

Persistent behavior that undermines a respectful classroom will be addressed promptly and in a fair and consistent manner. Depending on the level of disruption or danger, immediate action may be taken to restore the classroom to a productive and safe environment. This may include being asked to step outside to speak individually with the instructor, being given a verbal warning, being asked to leave the classroom, a referral to the RRCC Behavior Intervention Team, a call to campus police, or suspension from attending classes.

[Back to Top](#)

## **Mandatory Reporting & Non-Discrimination**

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, gender, sexual orientation, gender expression, religion, age, national origin, or ancestry, or any other category protected by applicable law.

Our College is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, I have an obligation to report certain issues relating to the health and safety of campus community members. I must report to the appropriate College officials any allegation of discrimination or harassment. Sexual misconduct, which includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation, is considered a form of discrimination.

In addition to reporting all discrimination and harassment claims, I must report all allegations of dating violence or domestic violence, child abuse or neglect, and/or credible threats of harm to

yourself or others. Such reports may trigger contact from a College official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like more information, you may reach the Title IX/EO Coordinator: D. Arnie Oudenhoven, Executive Director of Human Resources/Title IX Administrator, 303-914-6298 or Arnie Oudenhoven ([arnie.oudenhoven@rrcc.edu](mailto:arnie.oudenhoven@rrcc.edu))

Reports to law enforcement can be made at the Red Rocks Campus Police Department behind the Welcome Desk at the Main Entrance or RRCC Dispatch ([rrpd.dispatch@rrcc.edu](mailto:rrpd.dispatch@rrcc.edu)) at 303-914-6394.

If you would like a confidential resource, please contact Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Administrator, 303-914-6224 or Deborah Houser ([deborah.houser@rrcc.edu](mailto:deborah.houser@rrcc.edu))

Further information may be found on the college Human Resources website: [Sexual Misconduct](http://www.rrcc.edu/human-resources/sexual-misconduct) ([www.rrcc.edu/human-resources/sexual-misconduct](http://www.rrcc.edu/human-resources/sexual-misconduct)).

[Back to Top](#)

## Addendum

I reserve the right to update and change this syllabus by adding addendum items when necessary at anytime throughout the semester. Students will be notified via D2L email and the syllabus file will be updated in D2L.

[Back to Top](#)

[Computer Technology Department](http://www.rrcc.edu/computer-technology) ([www.rrcc.edu/computer-technology](http://www.rrcc.edu/computer-technology))