McLennan

COMMUNITY

COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

COMPUTER PROGRAMMING

ITSE 1302 H1

DEBBIE LAMPRECHT

NOTE: This is a 16-week course.
NOTE: This is a Hybrid course.

AN EQUAL OPPORTUNITY INSTITUTION   FALL, 2022

Course Description:
Introduction to computer programming including design, development, testing, implementation, and documentation.

Prerequisites and/or Corequisites:
None

Course Notes and Instructor Recommendations:
Students should user their MCC email to avoid having the email caught in the MCC filter. **The student is responsible for checking the MCC email and Brightspace every day.**

Instructor Information:
Instructor Name: Debbie Lamprecht
MCC E-mail: dlamprecht@mclennan.edu
Office Phone Number: 254-299-8281
Office Location: BTB 108
Office/Teacher Conference Hours: Will be posted on Brightspace and outside my office door after the beginning of classes.
Other Instruction Information:

***To contact me by email, please include **ITSE 1302** in the subject line. This will tell me what class you are in.

Required Text & Materials:
Title:Murach's Python Programming
Author:Michael Urban, Joel Murach
Edition: 2nd Edition
Publisher:Murach Books
ISBN: 978-1-943872-74-9
This is also available as an e-book, purchase whichever you feel comfortable with.

MCC Bookstore Website: http://www.mclennan.edu/bookstore/

Methods of Teaching and Learning:
A. Lab Assignments (40% of the course grade): These assignments give students an opportunity to apply the skills they will learn in the course. Lab specifications areas explained in the weekly lab assignments listed in the Assignment link. All assignments must be submitted through Brightspace. All work must be done in electronic format.

B.   <u>Lecture and tests</u> (60% of the course grade): Lectures are used to explain the programming concepts. The specific date for each test is posted in the Course Schedule under Syllabus or Calendar tab.

Please contact me before a test to make special arrangements if you need accommodations.

Course Objectives and/or Competencies:

You will learn how to:

- write computer programs using the Python programming language.
- use an IDE to develop programs.
- find and solve simple computer program bugs.
- manipulate different types of data: number, text, lists, and dictionaries.
- write and understand basic computer algorithms.
- use primitive data types, selection statements, loops, functions to write programs.
- develop programs to solve a variety of problems in math, science, business, and games.
- mentally execute and trace the execution of computer programs.

Course Outline or Schedule:
NOTE!!! This schedule is tentative and subject to changes under extenuating circumstances.
You will be notified of any change to the schedule via email and an announcement on Brightspace.

Fall 2022 Class Schedule			
			ITSE 1302 H1
Week #	Date		Exam
1	8/23/2021	Orientation and Introduction to course; Syllabus; Purchase textbook;	
	8/25/2022	Chapter 1 Overview - IDLE	
2	8/30/2021	Chapter 1 - Flowchart, Pseudocode creating a program	
	9/1/2022	Chapter 2 - How to Code	
3	9/6/2021	Chapter 2 -Examples in book	
	9/8/2022	Chapter 3 - Cpntrol Statements	
4	9/13/2022	Chapter 3	
	9/15/2022	Chapter 3 - Review for Exam	
5	9/20/2022	Exam 1	Exam 1

	9/22/2022	Chapter 4 - Functions and Modules	
6	9/27/2022	Chapter 4 - Examples	
	9/29/2022	Chapter 5 - Debug and Testing	
7	10/4/2022	Chapter 5 - Examples	
	10/6/2022	Chapter 6 - Lists and Tuples Chapter 12 - Dictionaries	
8	10/11/2022	Chapter 6 Examples	
	10/13/2022	Review for Exam	
9	10/18/2022	Exam 2	Exam 2
	10/20/2022	Chapter 7 - File I/O	
10	10/25/2022	Chapter 7 - examples	
	10/27/2022	Chapter 8 - Exceptions	
11	11/1/2022	Chapter 9 - Numbers	
	11/3/2022	Chapter 9 continued	
12	11/8/2022	Chapter 10 - Strings	
	11/10/2022	Chapter 10 - examples	
13	11/15/2022	Chapter 11 - Dates and Times	
	11/17/2022	Chapter 11 - continued	
14	11/22/2022	Chapter 14 - Using Classes	
	11/24/2022	Thanksgiving	
15	11/29/2021	Chapter 14 - continued	
	12/1/2022	Review for Final	
16	12/5/2021	Final Exam - Tuesday Dec 6 12:45	Final Exam

Course Grading Information:

Course Contact Information: My primary concern is that you learn the material in this course. However, I can only help if you, the student, keep me informed of any problems or inputs you have with the course, my instruction, and the assignments. Call, Email or come to my office. If you cannot make it to my office hours, please let me know and I will schedule another time.

1. **Brightspace**: I will post announcements regularly to inform you of assignments, class information, or any changes between class times. Please note in the communications section of Brightspace you can access each other's email. Additionally, under the resources area you can find web sites for student services, MCC events, and additional Internet sources to help you with your assignments. If you encounter technical trouble with accessing Brightspace, contact the MCC Network Service hotline at 299-8077 (24-hour service).

2. **Email**: If you seek information on your program or any other aspect of the course via email, please list first in the subject line "**ITSE 1302**" and your name, followed by your specific

question or issue. This will help me sort through my emails and get to your problem quickly (I receive many emails daily). Additionally, this will help me know who you are - email addresses are not very helpful in identifying the sender. Then, let me know how you would want me to respond, be it replying to your email or call you. If you send me a file with your email, look for my reply that I received it. If you do not get it within a day, please resend your email, as I probably did not see it. Please note that I do not answer emails Friday evening through Sunday night or on holidays. Emails sent during those times will be answered the first day back in the office.

Course Grading Information:

Lab Assignments   40%

Tests   60%

Late Work, Attendance, and Make Up Work Policies:

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, or (3) an illness or a death in the immediate family. It is the **instructor's prerogative** whether a student may make up work missed due to absences for other reasons. It is the **student's responsibility** to inform the instructor of the reason for an absence and to do so in a timely fashion. Moreover, it is the student's responsibility to keep up with missed material. Finally, due dates will not be modified by absences.
Work will **not** be accepted after the due date except for authorized absences. Any test missed for an authorized absence must be made up within **one week** of the test date.   You must make arrangements with me to make up the exam.

Student Behavioral Expectations or Conduct Policy:
To be successful in this class it is **crucial** that you as the student carry through with your responsibilities of learning and applying the material. Key to this is:

A.   reading, understanding and abiding by the Syllabus;
B.   checking MCC student email and the discussion forums daily;
C.   keeping up with the readings, complete the assigned tutorials, and taking the chapter reviews on time;
D.   studying appropriately;
E.   devoting the right amount of time to this class to be successful;
F.   being conscientious, responsible and accountable;
G.   contacting instructor with any issues; and
H.   being professional, courteous and respectful to the instructor and to each other.

* Click Here for the MCC Attendance/Absences Policy
(https://www.mclennan.edu/highlander-guide/policies.html)
Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

Last day to drop with a W is <u>10/25/22</u>. **If a student wants to drop the class for any reason and at any point in semester, it is his or her responsibility to contact the instructor in order to do so. The student must inform the instructor so that the instructor can process a drop for the registrar.** IF YOU DO NOT CONTACT INSTRUCTOR YOU WILL NOT BE DROPPED AND WILL RECEIVE THE GRADE YOU EARNED AT END OF SEMESTER.

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ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:
Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:
disabilities@mclennan.edu
254-299-8122
Room 319, Student Services Center

Title IX:
We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:
MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:
Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:
Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:
Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:
In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:
McLennan Community College would like to remind you of the policy (http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/student-email.

Instructional Uses of Email:
Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:
The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- Email Setup for iPhones and iPads (https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us)
- Email Setup for Androids (https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us)

Forwarding Emails:
You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to MCC's Tech Support Cheat Sheet or email helpdesk@mclennan.edu.

Disclaimer:
The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.