

Computing Fundamentals I Syllabus

Department: Computer Science

Division: STEM

Course Information

Course Number: CSC 120

Credits: 3-2-0-4

Pre-requisites: Take One Set:
Set 1: DMA-010, DMA-020, DMA-030, DMA-040 and DMA-050
Set 2: DMA-010, DMA-020, DMA-030 and DMA-045
Set 3: DMA-025, DMA-040 and DMA-050
Set 4: DMA-025 and DMA-045
Set 5: MAT-121
Set 6: MAT-171
Set 7: MAT-003
Set 8: BSP-4003

Co-requisites: None

Description: This course provides the essential foundation for the discipline of computing and a program of study in computer science, including the role of the professional. Topics include algorithm design, data abstraction, searching and sorting algorithms, and procedural programming techniques. Upon completion, students should be able to solve problems, develop algorithms, specify data types, perform sorts and searches, and use an operating system.

Textbooks: Starting Out with Python (6th Edition), Tony Gaddis
Online: 910 pages
Publisher: Pearson; 6th edition (2023)
Language: English
ISBN-13: 978-0-13-761918-4

Supplies: MS Office 2010 or newer, at least a 4-Gig flash drive, and access to a computer capable of running Python 3.8 or newer. (You cannot use Python 2.7 or any Python before 3.8) (You cannot use a Chromebook.)

Instructor Information

Instructor's Name:

E-Mail Address:

Office Information

Location:

Campus:

Address:

City, State, Zip:

Rev August 2023

Office Phone:

Office Hours:

Class Information

Beginning Date:

Census Date:

Withdrawal Date:

Meeting Times:

Meeting Locations:

Number of Weeks: 16

Final Exam Date:

Census Date Policy

If a student does not meet the Census Date criteria, he/she is reported as a **No Show** for the course. For a **face-to-face course, blended, or a hybrid course**, a student **must attend** one or more class sessions **prior to or on the 10% point (Census Date)** in the class, which is noted in the Instructor Information section of the course syllabus. For an **online course**, a student **must submit an assignment or participate in a graded activity prior to or on the 10% point (Census Date)** in the class, which is noted in the Instructor Information section of the course syllabus.

Withdrawal Policy

It is the student's responsibility to withdraw from a class by the course withdrawal date that is noted in the Instructor Information section of the course syllabus. Failure to follow the withdrawal procedure will result in a grade of "F" for the course. Students are encouraged to consult with their instructor before withdrawing from the course.

Student Learning Outcomes

At the completion of the course, students should be able to do the following:

1. Apply control structures.
 2. Develop algorithms.
 3. Perform sorts and searches.
-

Grading Policy

Grading Scale

GRADE	REQUIREMENT
A	900 - 1000
B	800 - 890
C	700 - 790
D	600 - 690
F	Below 600

Evaluation of Performance

This course has a total of 1000 points available to earn. If you earn 900 points then you have a 90% which is an A, 800 points is a B and so forth. Grades are easy to keep up with throughout the course and you should always know exactly where you stand.

The instructor reserves the right to modify the tests, labs, projects, etc., and weighted percentages as deemed necessary for each class.

Policies and Information

Quality of Instruction Statement

The GTCC faculty members are committed to providing quality instruction. If there is a concern about the instruction provided, treatment of an individual or a group of students, or professional conduct of instructors, first see the instructor, then the department chair, and then the division chair. The description of Students' Rights and Responsibilities can be found in the current Student Handbook/Calendar. GTCC courses reflect essential employment skills and general education core competencies.

Department: Computer Science
Division: STEM

Chair: Harold Cox
Chair: Craig Rhodes

Office: AT / 150
Office: HT / 350

ADA Statement

If you have a disability that may affect your academic performance **and** are seeking accommodations, it is your responsibility to inform DisAbility Access Services, Davis Hall room 107, ext. 50157 or das@gtcc.edu as soon as possible. It is important to request accommodations early enough to give the Disabilities staff adequate time to consider your request and recommend reasonable accommodations. Instructors will provide necessary accommodations based on the recommendations of the disabilities staff. **More information about DisAbility Access Services can be found on the college website at www.gtcc.edu/student-life/disability-services/index.php**

Title IX

Title IX is a civil rights law that prohibits discrimination on the basis of sex in educational programs, activities, admission and employment. Complaints of sex-based discrimination, sexual violence, domestic violence, dating violence, and sexual or gender-based harassment are governed by the college's Title IX Policy. For information about Title IX or to make a report, please visit the Title IX page <https://www.gtcc.edu/student-life/campus-safety-and-police/title-IX.php> or contact the college Title IX Coordinator for Students, Kirby Moore @ 336-334-4822 x 50565, khmoore1@gtcc.edu.

Title IX specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. GTCC will work with students who, as a result of pregnancy or childbirth, require accommodations. Accommodations will be offered for as long as the student's doctor deems the absences medically necessary. For information about requesting pregnancy related accommodations, please visit the Title IX page <https://www.gtcc.edu/student-life/campus-safety-and-police/title-IX.php> or contact the college Title IX Coordinator for Students, Kirby Moore @ 336-334-4822 x 50565, khmoore1@gtcc.edu.

Online Classroom

This course has an online classroom in *Canvas*. This classroom can be accessed by going to the GTCC Canvas site at online.gtcc.edu. Here you can access course documents, possible assignments and stay in contact with both your instructor and classmates. If you experience difficulty accessing your online classroom, please notify your instructor immediately. Contact Technical Assistance 24 hours a day/7 days a week at 1-866-826-3748.

School Closing Policy

If school is closed, the instructor will communicate the information for makeup of scheduled class time. Students will be notified by Moodle of assignments that will make up the missed class time.

The Center for Academic Engagement

The Center for Academic Engagement (CAE) provides academic and non-academic support to the GTCC community in order to help individuals succeed in education and in life.

Tutoring

Have questions? Get answers! The GTCC Tutoring Centers offer FREE tutoring in a variety of formats to fit your needs and schedule. For the most up-to-date information about our locations, hours, and subjects, visit our [Tutoring page](#) on Moodle. From the Moodle home page, click the Tutoring graphic at the top of the page. For questions, email cae@gtcc.edu.

Tutor.com

Tutor.com is a 24/7 professional online tutoring service for a variety of subjects. Students have five hours of on-demand tutoring and document review per semester. To access Tutor.com, go to the Tutoring block on the Moodle homepage and click the [Connect to an Expert Tutor](#) graphic.

Titan Link

Life happens, and if you're a GTCC student, you and your family may qualify for food bank access, bus passes, financial assistance, and more. Titan Link can connect you to college and area resources to help you stay focused on your academic and professional goals. Visit the [Titan Link web page](#) to learn more about services, locations, and hours.

Titan Hub

Do you need a computer to complete assignments or help with printing, saving, or uploading your work, downloading and installing Office, activating your Titan account, or resetting your password? The Titan Hub Computer Lab, located on the third floor of the Jamestown Campus library (LRC 301), provides both PC and Apple computers, printers, study areas, charging stations, computer tutoring, and more.

Student Academic Integrity

Guilford Technical Community College (GTCC) is an academic community with its fundamental purpose being the pursuit of learning and student development. Consistent with this purpose and in order to uphold and support standards of personal honesty and integrity for all members of the college community, it is the policy of GTCC to enforce standards for academic integrity of our programs and courses. Conduct that violates standards of academic honesty and integrity is subject to academic disciplinary action. This conduct may include, but is not limited to, cheating, fabrication and falsification, plagiarism, abuse of academic materials and complicity in academic dishonesty. Any student who violates these standards is subject to academic disciplinary action. Please visit the [Student Academic Integrity policy](#) on our website for more information.

Student Complaint Policy

Guilford Technical Community College (GTCC) is dedicated to resolving student complaints in a timely, fair, and amicable manner. Students attending GTCC who would like to resolve a Grade Related or Non-Grade Related Complaint should follow the Institutional Student Complaint Policy at the below link:

<https://www.gtcc.edu/student-life/student-policies-and-information/index.php>

After students have read the Institutional Student Complaint Policy, they will complete the Grade-Related Complaint Form or Non Grade Related Complaint Form located on the right side of the policy document.

Online students should follow the above process. At-a-distance online students, known as eDegree students should follow the At a Distance Complaint Process at the following link:

<https://www.gtcc.edu/student-life/student-policies-and-information/index.php>

Student Conduct Policy

Students may not display conduct on Guilford Technical Community College premises or at GTCC sponsored events that adversely affects the college's educational objectives, is illegal, or is contrary to the rules and regulations of the college. Students who display such conduct shall be subject to disciplinary action under the college's disciplinary policy.

In addition to expectations for student behavior for this course provided above, a list of prohibited behaviors is documented in the College's Student Code of Conduct (<https://www.gtcc.edu/student-life/student-policies-and-information/index.php>). Included in the Code of Conduct is reference to the authority granted to instructors to remove students from the classroom when the student's behavior becomes a significant disruption to the learning and/or teaching environment.

Class Attendance

Students will get the most benefit from their classes if they attend class regularly and are on time for all classes. Students are responsible for all content covered in a class, whether in attendance or not.

A curriculum student is to attend and be on time for all classes and lab/shop/clinic sessions. A student who has missed more than four (4) classes (two Units of work for online students) can assume they will earn an F in that class, shop, lab. In all cases of absence, the student is responsible for making up all missed work and for coming prepared to class following the absence. Three times tardy constitutes one absence. Leaving early without permission of the instructor is counted as a tardy. Leaving more than 15 minutes early without permission of the instructor is counted as an absence. Please, notify your instructor if you have questions. Due to COVID, this cannot currently be enforced.

Time Expectation

This class is a five contact hour class and as such it is expected that the students will spend approximately twice the contact hours per week. For example, to listen to lectures, watch videos, read required material etc. approximately five hours per week is required. This is known as the contact hours. An additional five hours per week is expected of students for understanding the presented material, working out the needed schema of understanding of presented topics and for additional research depending on the student's level of understanding and background.

Turnaround Policy

You should expect a 24 hour turnaround on your e-mail questions so please plan accordingly. I have a 24 hour turnaround time for emails received during the week (emails received Monday – Friday) and a next business day turnaround for emails received on the weekends (emails received Saturday and Sunday). This means emails received on Saturday and Sunday will not be answered until Monday. Feedback on assignments and grades are typically posted within five business days.

Late Work Policy

Late work is never accepted for grading. This course is progressive, and you must learn one skill to move on to the next, and therefore I do not accept late work for grading. Please plan accordingly. If you email to ask for an exception for you, I will simply refer you to this portion of the syllabus.

Course Expectations

Work should be submitted in a text or Python programming format which means that the file name extensions should be either .txt or .py. If the assignment calls for additional support, MS Word, MS Excel and MS PowerPoint documents are acceptable. In addition if the assignments so specify, acceptable documents could include .zip, .jpg, .png or .pdf and additional formats supported within the computer industry.

Subject to Change

This course syllabus is subject to change as determined by the course instructor. If changes are needed, an addendum to the syllabus will be provided to each student and implementation of changes will be set forth at date that addendum is issued.

COURSE SCHEDULE

CSC 120 Online –

- The schedule below is an overview of the course schedule for the **Online** section of CSC 120. This schedule is subject to change by the instructor.
- This class meets online beginning on.
- Major assignments and tests are listed here. Please check the Moodle site for other assignment deadlines and submission links.

WEEK	ASSIGNMENT	DUE DATE
WEEK 1:		
WEEK 2:		
WEEK 3:		
WEEK 4:		
WEEK 5:		
WEEK 6:		
WEEK 7:		
WEEK 8:		
<i>Fall Break – Monday and Tuesday</i>		
WEEK 9:		
WEEK 10:		
WEEK 11:		
<i>Please Note: Last date to withdraw is .</i>		
WEEK 12:		
WEEK 13:		
WEEK 14:		
<i>Thanksgiving – Thursday, Friday</i>		
WEEK 15:		
WEEK 16:		
Calendar is Subject to Change by Instructor		