

College of Southern Nevada

Course Syllabus

CIT137 - Special Topics: Beginning Python Programming

Summer 2021 – 6/7/2021 – 8/15/2021

NOTE: This syllabus is used for all the sections I teach. You should already know your specific section number.

Course Information - CIT137 - Special topics course that explores a programming language at an introductory level. Topics will include the language's data types, input, output, operators, decisions and looping statements, functions and other topics specific to the language. This course may be repeated by students who wish to explore up to three different languages, for a maximum of 9 credits. Prerequisite: IS 115 or Instructor approval. **Topic: Beginning Python Programming**

Course meeting time/days/location - Online

Instructor Information

Name: Efatsadat (Eve) Taghva

Phone: (702) 651-4403

Office Hours/Location: By appointment, only

Google Voice number (talk & text) 505-652-2628

Email: Canvas Learning system – Alternate: efat.taghva@csn.edu

[Web site](#)

Office Mailbox code: CYA 2769

D. Learning Outcomes - Upon completion of this course the student will be able to:

1. Solve problems using the fundamental syntax and semantics of the language.
2. Create programs that include appropriate loops, decision structures, data structures, and modularization.
3. Use generally accepted principles of good programming style and documentation.
4. Create programs that include files for input and output.
5. Create programs that include error handling.

Textbook A textbook is not required. We will use material from **Net Academy**. I'll provide login instructions on the first day of class.

Late Work policy - I may accept late assignments one day after the due date with a 10% late penalty. If so, the due date and the late due date will be clearly shown in Canvas. I do not accept late work for exams. There are NO MAKEUP exams or quizzes. You are responsible for your own Internet connection when working remotely. Work ahead if you know you are going to have

conflicts or time constraints. Please schedule yourself accordingly.

Method of Evaluation - Grades are based on exams and projects assigned throughout the semester. All assignments will be submitted via the Canvas assignment dropbox. Detailed instructions will be provided in the text of the requirements for each of the assignments. If Canvas email system fails and you must use a different system to submit your assignments, send your assignment files to my alternate email address. All exams are delivered through the Canvas system. All exams will have strict time limits and detailed information will be provided at least a week before the date of the exam.

Grade determination - Your grade is based 2 exams, and programming assignments.

Midterm Exam - 20%

Final Exam - 20%

Assignments - 60%

All exams may include True/False, Multiple-choice, short answers, and essay type questions. Full details will be provided a week before the start of an exam. The following is how letter grades are assigned based on total percentages of assignments and exams.

100 - 94 A

90 - < 94 A-

87 - < 90 B+

84 - < 87 B

80 - < 84 B-

77 - < 80 C+

70 - < 77 C

60 - < 70 D

< 60 F

Attendance Policy - College assumes maturity, seriousness of purpose, and self-discipline for meeting the responsibilities associated with each course. If you will need the instructor to sign documents testifying about your attendance, **YOU** must come to the instructor after each class you attend to let her know you were there. Class participation is a strong aspect of this course and your participation is always encouraged.

Academic Integrity - Taking the words of others or presenting the ideas of others as your own not only limits your academic research skills, it also violates the CSN's Student Academic Integrity Policy. Cheating on exams or other course work also violates the CSN Student Academic Integrity Policy. You can find more information about CSN's Academic Integrity Policy at this [link](#). The minimum penalty for such offenses in this course is to fail the assignment. Failing the course will also be considered as an option. Infractions of the CSN Student Academic Integrity Policy may lead to suspensions, expulsion, transcript notations or other sanctions.

You **SHOULD NOT** attempt to pay anyone to complete your work. You **SHOULD NOT** consult any web sites that provide answers to assignments.

Disability Resource Center - The College of Southern Nevada is committed to making physical facilities and instructional programs accessible to students with disabilities. If you have a

disability that may have some impact on your work in this class and for which you may require accommodations, please visit the Disability Resource Center (DRC) so that such accommodations can be considered. All discussions will remain confidential. The Disability Resource Center (DRC) has offices at all three campus locations as the focal point for coordination of services for students with disabilities. If you have a physical, emotional, or mental disability that “substantially limits one or more major life activities (including walking, seeing, hearing, speaking, breathing, learning and working),” and will require accommodation in this class, please contact the DRC at WC (702) 651-5644 , or email at WCDRCStaff@csn.edu at NLV (702) 651-4045, or email at CYDRCStaff@csn.edu and at HNC (702) 651-3795, or email at HCDRCStaff@csn.edu. For Deaf and Hard of Hearing Services contact (702) 651- 4448, or email at Deaf.HH.Services@csn.edu. Students that receive accommodation letters, please meet with me to discuss the provisions of those accommodations as soon as possible.

Disclaimer - This syllabus is subject to change with advance notice. Notices will be posted in the online forum. It is your responsibility to stay informed.

Tentative schedule - Look at the end of this document for the tentative course schedule of activities.

Student Rights & Responsibilities - When you choose to become a student at CSN, you accept the rights and responsibilities of membership in CSN’s academic and social community. You can find policies covering students such as the Student Conduct, Students’ Right to Know, Students’ Academic Integrity, and Disruptive and Abusive Student in the following locations:

- Catalog and Student Handbook ([web link](#)) in the Policies and Procedures section.
- CSN Website ([web link](#)) under the heading “Student Policies.”

College Library Services - CSN Libraries provides support for students completing assignments that require research and the use of information. Librarians are available to students for one-on-one assistance locating and citing quality information either online at this [link](#) or at one of our campus libraries. Find more information on our main website at this [link](#).

References - Safari Tech Books available through the library offer an excellent source of supplemental resources that you may use for this course.

To find Safari Books Online, go to the library’s [web site](#). Click the Browse Databases button. In the A-Z Databases page that appears, click S to filter. The link to **Safari Books Online** should be at or near the top of the list. Initially, you will have to enter your student email address, then create an account with Safari. Subsequently, you will use your email address and your Safari password to access the Safari resources.

Required extra- or co-curricular activities - All activities are based on projects and exams assigned throughout the course. Any required extra activities will be clearly explained in class.

Safety - This class does not have an experiment lab and therefore we will not be concerned about following specific safety strategies.

Additional fees - There are no additional fees for this course.

Additional Information

CSN Student email - All students enrolled at CSN have a CSN Student Email account. All information from the college will be sent to your CSN-issued student email address (enrollment information, financial aid information, cashier information, college events, etc.). **It is extremely important that you check your student email daily.** You can access your student email through GoCSN (go.csn.edu). Once you validate your student email address you will have access to Microsoft Office 365 for up to five devices and 1TB of OneDrive storage. Visit this [link](#) for additional information.

Important Note - If you have any concerns about this course and/or me, please contact me first. If I cannot resolve your issue, please contact CIT Department Office at 702-651-5976. You will be directed to the appropriate Program Director or the Department Chair. You will remain anonymous, if possible, and all communications will be strictly confidential. Please **DO NOT** wait until the last minute to make your concerns known to me and/or to the CIT Department.

Software requirements The Canvas Learning Management system can be run on most popular web browsers such as Internet Explorer, FireFox, Safari, etc. Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Python is available **for both Mac and Windows** - Detailed information on installation and use will be provided in Canvas.

Printing @ CSN - Printing in CSN classrooms, computer labs and libraries falls under the new Print Wise initiative, designed to help save natural and fiscal resources. Print Wise provides each CSN student with a \$10 credit toward printing at the start of each semester, which will provide for up to 200 black and white copies at 5¢ a page, or 40 color copies at 25¢ a page. After that, you may put money into your account online or at the CSN Cashier's Office to purchase additional prints at the same rate. It is **your responsibility** to maintain your printing accounts to cover printing expenses during each semester. More information about the Print Wise system may be found at this [link](#).

Advising & Coaching Services - Advisor/Success Coaches help students assess academic strengths and limitations, learn academic success strategies, explore careers, declare a major, navigate the educational system, access campus and community resources, and connect to campus life. The department also manages the CSN Faculty E-Alert System assisting instructional staff by working with students on strategies and interventions that lead to successful course completion.

Charleston Campus	Bldg. D – Student Services Area	651-7367
North Las Vegas Campus	1100 Student Services Area	651-2626
Henderson Campus	Bldg. B – Room 120	651-3103

Counseling & Retention Services - Counselors assist students who are on: academic warning/probation/suspension and financial aid warning/suspension. Counselors prepare academic suspension and financial aid appeals. Counselors help students who are having academic challenges and those who have been referred by their instructors through the

MyCoyotePLAN Early Alert program. Counselors connect students to college and community resources and help them evaluate their options to make informed decisions. For more information about Counseling & Retention Services, please use this [link](#).

Additional Notes

My responsibilities:

1. I will reply to your e-mail messages within one day. Replying to phone calls may take at most two days.
2. I will make sure to accommodate all your learning needs and will answer your questions in a timely manner.
3. I will try my best to resolve any issues.
4. I will return feedback and grade on assignments and exams within one week of the due date.

Your responsibilities:

1. You will stay active in classroom discussions and activities. Let me know if you find any discrepancies in the syllabus, course material, or activity due dates, as soon as possible.
2. You will monitor the deadlines for projects and exams and ask questions.
3. You will do your best in class and will not hesitate to ask for help.
4. You will review my feedback on your assignments and exams and let me know of any questions or concerns as soon as possible.

Withdrawal Policy - Instructors do not have the option of withdrawing students. For official withdrawal dates and other IMPORTANT college dates, look at the online schedule at this [link](#) and locate the calendar for the current semester.

You are strongly encouraged to discuss your decisions with an academic counselor, academic adviser or success coach AND Student Financial Services, because these decisions may affect your financial aid and Satisfactory Academic Progress. Students receiving financial aid may find their awards reduced.

If you wish to receive a W in lieu of a grade, you MUST withdraw yourself officially from the class. Once you have withdrawn (dropped), you must discontinue attending class. Alternatively, you may wish to change from Credit to Audit and continue to attend the class.

Change to Audit - Use this form provided in this [link](#). Print the form and fill it out, check the boxes, sign and date. Submit the completed form in person at the Registrar's Office. In order to avoid visiting the registrar's office in person, you may scan or photograph the signed form and send it, using your CSN student email, along with a clear color copy of your state ID to MyCSN.Updates@csn.edu

The following dates are for 16-week sessions:

June 6 - Last day for 100% refund

June 9 - Last day for 50% refund

June 9 - Last Day to Drop a Class WITHOUT a Grade of W

July 19 - Last Day to Officially Change from Credit to Audit

July 19 - Last Day to Drop a Class WITH a Grade of W

August 18 - Grades are Due from Instructors

CLASS POLICIES - All exams will be taken online administered through the Canvas system. Due to the Covid-19 issues, until we are back to normal operating schedule, you will take your exam from anywhere with access to Internet.

All course material is available online in Canvas. While the design of this course allows flexibility in your scheduling, please realize that the deadlines are just as strict as any other course. You should check the calendar and discussion postings daily and allocate your time accordingly to complete the readings and to be prepared for the exams. Due dates will be strictly adhered to. You will use the mail and discussion features of Canvas to contact me or ask questions.

A note on the online/Hybrid environment - To stay on task, I release chapter material and assignments on a timely basis. Exams can only be taken during the scheduled period. If you like to get material earlier than the rest of the class, send me an e-mail message and I will give you access to the material. The links to assignments and exams will disappear after their respective due dates. Some students have complained that some links disappear from time to time. This is most likely due to system issues or incommutability with your web browser. Please send an e-mail message informing me about any links that have disappeared from your view.

Online sections offer flexibility where you need to manage your time to achieve success. I will assign programming projects that will be graded, and you will have to take exams by specified due dates. **It is extremely simple to ignore due dates and fall behind which I hope we can seriously avoid!**

Hybrid section (when offered) – Using the hybrid format, you physically attend class once a week for 80 minutes and are expected to spend another 80 minutes online.

Web-Remote – Using this format, class meets virtually during the scheduled time via a web conference for live lectures.

The rule for a 3-credit class is that you attend class about 3 hours a week and study a minimum of 6 hours a week outside of the classroom. Programming can be time-consuming.

This is a **single person class**; meaning that you must turn in **your own work**. You are not allowed to collaborate or consult with anyone else while working on an exam. You are not allowed to collaborate on completing assignments. You should not be looking at each other's code for assignments. You can freely discuss items in the general sense. Cheating in any form will not be tolerated.

Finally, Internet access is your responsibility. This class can be accessed from any computer with Internet access anywhere in the world. Therefore, excuses such as “My computer is not working” or “My provider was down” are not acceptable. If you find yourself in a real jam, you may drive to any CSN site and use one of the computers in the CSN open computer labs. Of course, if there is a computer problem originating from CSN, then I will take corrective action. But in all other instances, it is your responsibility to ensure your own Internet access.

Software Lab - The **software lab** will be virtual and will be available on **January 19, 2021**.

For location/date/time information, please visit this [link](#). Click on Networking and Software Lab Hours

Due to Covid-19 issues, software lab will be operated virtually. Detailed information will be provided in Canvas on the first day of class.

*Students will receive notification when on-ground software lab services resume.

Open Computer labs are available at Henderson, West Charleston, and North Las Vegas centers. For information, visit: [Computer Lab](#)

Centers for Academic Success (CAS) - Centers for Academic Success (CAS) provides quality DROP-IN academic assistance to all students enrolled in for-credit courses at CSN. CSN CAS Tutors are available online through Smarthinking, which is accessed in the Canvas online learning management system. View a tutorial video on how to access CSN Tutors/Learning Assistants online at [How to Access CSN Tutors in Smarthinking](#). You may choose “Submit a Question” if you don’t have time for a live session. A Tutor responds to offline questions within 24 hours. Contact us at one of campus phone numbers, and we will assist you with accessing all learning support. Academic learning support includes assistance with placement test preparation, learning strategies, Canvas, Smarthinking online tutoring, Microsoft Office, reading, writing, oral presentations, math, and science. CAS Tutors also provide support in facilitating study groups. You may experience embedded learning assistance in one of your first-year courses. Professors and CAS Staff will make you aware of how to access services as part of your course curriculum. CAS is open Monday through Sunday to be more accessible to all students – Monday – Thursday 9:00 a.m. to 6:00 p.m. and Friday – Sunday 11:00 a.m. to 4:00 p.m. Smarthinking tutors are available 24/7. You may visit this [link](#) for more details or contact us at one of our offices during our regular operational hours: Charleston Centers (702-651-5732), North Las Vegas Learning Commons (702-651-4232), Henderson Learning Commons (702-651-3125).

*Students will receive notification as on-ground tutoring services resume.

EXCESS CREDIT FEE INFORMATION - Please visit this [link](#) for information about the excess credit fee applied in certain circumstances.

TITLE IX Resources - More information is available at this [link](#).

Objectionable materials - Instructors have the responsibility to set and maintain standards of classroom behavior appropriate to the discipline and method of instruction. No objectionable materials or language will be used during this class. This includes all possible modes of the class: online and in person. The instructor will make the final determination regarding any objectionable materials or language. Students may not engage in activity the instructor deems disruptive or counterproductive to the goals of the class. Instructors have the right to remove offending students from class.

Public Health Directives (COVID-19) - Students must follow all active CSN public health directives while enrolled in this class. Properly worn face coverings are mandatory for all faculty and students in the classroom as well as on campus. CSN public health directives are found at this [link](#). Students who do not comply with these directives will be asked to leave the classroom.

Refusal to follow the guidelines may result in further disciplinary action according to the CSN Student Conduct Code found at this [link](#) including being dropped from the course.

Recording Class - Recordings of the class is not allowed without the explicit permission of the instructor.

Early Alert Syllabus Statement - Early Alert Referral Program (MyCoyotePLAN) – A referral program to connect students with college resources when assistance is needed to achieve success. Referrals may be initiated by faculty and staff as well by students through MyCoyotePLAN. After a referral is submitted, students will receive an email notification and will be contacted by the department to which they were referred to offer assistance.

We will have assignments due on a regular basis. The due date for each assignment will be announced in Canvas and all assignments are delivered and submitted through Canvas. You must be diligent in checking due dates for assignments.

Additional NOTES:

Exams can only be taken online during the specified dates.

Midterm Exam - 20%

Final Exam - 20%

Assignments - 60%

Here is a formula for how your final grade is calculated:

(The average of homework assignments * .6 + Midterm exam * 0.2 + Final Exam * .20)

So, if Joe's average on homework assignments is 80, he earns 75 points on the midterm exam, and 80 points on his final exam, what is his total score? What is his overall course grade?

Answer: $(80 * .6 + 75 * .2 + 80 * .2) = 79$

Letter grade: C+

The CANVAS system's grade book will allow you to track your grade for each item.

A note on skipped sections: It's perfectly fine if you like to review the skipped sections. You just won't be responsible for these topics in your assignments and exams.

The due dates for assignments and exams will be available in Canvas. Announcements will be made at least a week before the start date of exams and at least a week before the due date of assignments. The following information on due dates is subject to change. The official due dates will be available in Canvas.

A tentative schedule of activities

Special NOTE: Our Canvas course includes links to Resources and Course video recordings. These links are available through the left Navigation bar when you login to Canvas.

Week	Topics	Tentative Assignments & Exams due dates – SUBJECT to CHANGE
1 6/7 – 6/13	Syllabus and Introduction Overview of the Canvas Learning system Introduction & Python environments Installing Python Net Academy course Module 1 – Basics Module 2 – Data types, variables, input/output operations	
2 6/14 – 6/20	Net Academy course Module 3 – Decision and Repetition Structures	Assignment 1 – Syllabus Quiz Assignment 2 – Module 1,2 Due 6/15
3 6/21 – 6/27	Net Academy course Module 3 – Lists and list processing	Assignment 3A – Module 3 (decisions, loops) Due 6/22
4 6/28 – 7/4	MIDTERM EXAM	Assignment 3B - Module 3 (lists) Due 6/29 MIDTERM EXAM – covers Modules 1, 2, and 3 Exam taken Online one time between (6/30 – 7/6)
5 7/5 – 7/11	Net Academy course Module 4 – Functions, Tuples, and dictionaries	
6 7/12 – 7/18	Net Academy course: Python Essentials 2: Intermediate Module 1 – Modules and packages and PIP	Assignment 4 - Module 4 (Function, Tuples and Dictionaries) Due 7/13
7 7/19 – 7/25	Net Academy course: Python Essentials 2: Intermediate Module 2 – Strings, Strings and list methods	Assignment 5A - Module 5 (Modules and Packages) Due 7/20
8 7/26 – 8/1	Net Academy course: Python Essentials 2: Intermediate Module 2 – Exceptions	Assignment 5B - Module 5 (Strings and list methods) Due 7/26

9 8/2 – 8/8	Handling Text files IN Python	Assignment 6A - Module 6 (Exceptions) Due 8/3
10 8/9 – 8/13	REVIEW and Final Exam – Comprehensive (8/11 – 8/15)	Assignment 6B - Module 6 (Files) Due 8/10 FINAL EXAM – Comprehensive exam covering all chapters concentrating on material covered after the midterm exam. Taken online one time between 8/11 and 8/15

Make sure to see the syllabus addendum file provided in Canvas for additional information on integrity rules, code documentation, and grading rubric.