



**Middle Georgia
State University**

School of Computing
Department of Information Technology

SECTION 1 - GENERAL COURSE INFORMATION

Course Title:	Introduction to Computer Programming
Course Prefix and Number:	ITEC 2260-01
Course CRN#:	80292
Semester & Session:	Fall 2024, Full Session
Campus Location:	Macon, PSC 137
Meeting Days:	Mondays & Wednesdays
Meeting Time:	9:30am to 10:45am

INSTRUCTOR'S INFORMATION

Name:	Dr. Douglas Malcolm DSc, MBA & MSIS, BSCS Assistant Professor of Information Technology	
E-mail Address:	Douglas.Malcolm@mga.edu	
Office Location:	PSC 328	
Office Phone Number:	478-471-3615	
Tentative Office Hours:	Mondays & Wednesdays	12 pm to 2:30 pm
	Tuesdays & Thursdays	3:30 pm to 6:00 pm

COVID-19 STATEMENT

The University System of Georgia (USG) continues to recognize COVID-19 vaccines and boosters offer safe, effective protection and urges all students, faculty, staff and visitors to get vaccinated and/or boosted either on campus or with a local provider.

We encourage our MGA community to adopt a self-care and personal responsibility approach to wellness as positive actions to protect self and others; each of us doing our part to keep the MGA community healthy and campus academics and activities thriving.

Beginning Fall 2022, MGA will treat COVID-19 as we do other infectious disease cases.

If you have tested positive for COVID-19, please contact your primary care physician, email covid19support@mga.edu, and review [the Isolation and Exposure Calculator](#) to determine the appropriate actions to take.

SECTION 2 - DETAILED COURSE INFORMATION

Course Prerequisite: At least a “C” or better in MATH 1111
Credit Hours: 3
Course Description: The course includes an overview of computers and programming; problem solving and algorithm development; simple data types; arithmetic and logic operators; selection structures; repetition structures; text files; arrays (one-and-two-dimensional); procedural abstraction and software design; modular programming (including subprograms or the equivalent).

Student learning outcomes: Upon completion of this course the students will be able to:

- Understanding Python Syntax and Semantics
- Problem-Solving and Algorithm Development
- Data Structure and Libraries
- Functions and Modular Programming
- File Input/Output Operations
- Exception Handling
- Introduction to Object-Oriented Programming (OOP)
- Basic Use of Python Libraries
- Coding Style and Best Practices
- Testing and Debugging
- Application Development

Topics:

- Introduction to Computers and Programming
- Basic Python Syntax (Input, Processing, and Output)
- Control Structures
- Functions
- Data Structures
- String Manipulation
- File Handling
- OOP
- Libraries
- Debugging and Testing

Required course materials: Provided as PDFs in D2L at no cost.

Technology Requirement: Python 3 - <https://www.python.org/downloads/>
Visual Studio Code - <https://code.visualstudio.com/>

Library/Learning Resources: As a Middle Georgia State University student, you have complete access to GALILEO (Georgia Library Learning Online), a virtual library of licensed commercial databases. It provides access to over 100 databases indexing thousands of periodicals and scholarly journals. There are over 10,000 journal titles available in full text. Additional GALILEO resources include e-books, government documents, reference collections, and video databases. The Middle Georgia State University library also has core collection with locally purchased resources to support this graduate course. Currently the exclusive holdings for the B.S. / M.S. in Information Technology graduate courses are as follows: e-Journals = 1,661, Print Books = 1,164, e-books = 4,325, and DVDs = 66. The following are examples of online databases that support this undergraduate course. They are available to you through GALILEO and/or institutionally funded subscriptions:

- ACM Digital Library

- Computer Source
- Computing (ProQuest)
- Academic Search Complete
- Research Library (ProQuest)
- Wilson Omnifile: Full-Text Mega Edition
- Google Scholar
- Films on Demand

Tutoring is available free of charge on all MGA campuses for currently enrolled students. To view center contact information, subjects tutored, and tutor availability, go to the SSC website at <http://www.mga.edu/student-success-center/>. SSC tutoring sessions may be scheduled online and face-to-face through the “Book an Appointment” link on the Student Success Center website. Other services at the SSC include online academic workshops and a robust website with resources for academic assistance. The centers also have computer workstations, printing, and Internet access.

SECTION 3 - COURSE ASSESSMENT INFORMATION

Course Assessments

Students are evaluated on programming assignments, quizzes, midterm exam, and final project.

Homework Programming Assignments

Six (6) homework assignments are worth 60 points toward the student's overall course grade.

Quizzes

Twelve (12) quizzes are worth 60 points toward the student's overall course grade. Lowest quiz will be dropped from the calculation. Quizzes are reviewable the date after they close and are not accepted late.

Midterm Exam

Midterm exam is worth 30 points. They are to be completed in D2L before the due date indicated in the syllabus. Please do not wait until the last minute.

Final Project

The final project is worth 50 points toward the student's overall course grade. Points will be given based on the creativity and completeness of the outcome. Project topic, timeline and evaluation criteria will be announced in D2L.

Assignments Submission Policy

To obtain full credit for each assignment or project, the student must submit the assignment by its deadline. If an assignment or project is submitted past the deadline, 50% penalty will be applied and another 10% penalty will be applied for each 24-hour delay. No late case studies, discussions, exams, or final projects will be accepted without prior approval of the instructor.

CRITERIA FOR DETERMINING THE FINAL COURSE GRADE

Final grades are computed based on total points earned.

Grading Summary (Total 200 pts)

- Homework Assignments (6 × 10 pts = 60 pts)
- Quizzes (12 × 5 pts = 60 pts) (lowest quiz will be dropped)
- Midterm Exam (30 pts)
- Final Project (50 pts)

Grading Policy

Letter Grade	Description	Grading Scale
A	Excellent work	90 to 100
B	Good work	80 to 89.9
C	Satisfactory work	70 to 79.9
D	Passing work	60 to 69.9
F	Failing work	Below 60

SECTION 4 - INSTRUCTOR-SPECIFIC POLICIES

Homework Assignments

Homework assignments are typically hands-on coding for concepts that your instructor thinks are important. Students can discuss with classmates but cannot share the submission. The work should be done individually.

All work submitted should be done yourself.

If you get assistance from the Student Success Center (tutoring), please make a note of whom you worked with as a comment in your code.

The use of generative AI for any purpose is not allowed and is considered a violation of academic integrity.

Academic Integrity is important to me and will be reported to the Student Conduct Office. Violations will result in a zero (0) for the assessment.

No Individual extra credit will be offered, any extra credit opportunities will be announced in D2L and available to all students.

I will not “pre-grade” your code or assignment, but I will gladly look it over and help with any errors or issues you are encountering via email or during office hours. If you decide to email me about a programming assignment, please include your code in the body of your email or create a Replit and send me a link to it. Outlook blocks Python code files and I may not be able to download files depending on where I am responding from.

Final Projects

The final project is to develop a Python application. Topic and details will be released via D2L in early November.

Communicating with Instructor

There are four ways to communicate with me (in the order of my preference):

- 1) face-to-face
- 2) MGA email
- 3) D2L discussion board
- 4) phone.

- Email me using your MGA Student Email and include the course name, number, and section information each time you email me.
- Please start a new email thread if you have a new issue or question instead of replying to a previous email.
- Please make sure that your e-mail/post has meaningful subject line that reads “ITEC 3100-01: Short description of the problem/question/request.”
- Please make sure to abide by MGA’s Communications Policy and to use business appropriate language and structure in your emails.
- I will check email and discussion boards periodically and reply to your post or email as soon as I can.

[Book time with Dr. Malcolm](#)

I am also willing to meet before or after class with my in-person students.

Please do not use D2L Email/Messages to contact me as it is harder to send attachments and links (when necessary) through those messages, response time is delayed as I may not see the message in D2L as quickly as an Email via Outlook or Office 365 and I cannot set an autoreply in case I am unavailable.

How to Succeed in this Class

Here are things you can do that will greatly improve your chances of making a satisfactory grade in this class:

- **Read the syllabus:** You should read every word in the syllabus during the first week of classes.
- Complete any assigned Readings and Viewings before class or watching lecture videos.
- **Allow enough time:** More unsatisfactory grades are due to procrastination than any other cause. Do not assume that you can complete the assigned work thirty minutes before the due date and time; you cannot.
- Verify that your submission to D2L is the correct file before the deadline. It is your responsibility to ensure that the correct file was uploaded to the correct location.
- I do not accept submissions via email.

What should we expect from each other?

The first and most important thing that we should expect from each other is respect and this should be shown in all the interactions.

Moreover, on my side:

- I will make sure to reply to your email within 24 hours Monday through Thursday (I may not respond to emails sent during weekends [Friday – Sunday] or holidays).
- I am always open to hear your feedback about the course and I will do my best to address or incorporate your comments in the course.
- I will be available for individual or group consultation.
- I will keep the schedule updated and available in D2L.
- I will return your assignments and deliverables graded within 14 days from the deadline.

On your side, I am expecting:

- You come to class on time and actively participate in the lectures and activities.
- You talk to me if you have problems, doubts, or suggestions related to any component of the course.
- You work with effort and integrity on the assigned activities, homework, deliverables, and tests.
- Not to sleep, work on assignments for other classes or read/view unrelated materials in my class during lectures or live sessions. You will be asked to leave the classroom if you are caught doing any of these things.
- You to catch up on any missed class sessions by getting notes from a classmate, reading the lecture slides, and watching the lecture videos.

SECTION 5 - TENTATIVE COURSE SCHEDULE AND OUTLINE

The schedule below contains class activities, assignments, and deadlines. Note that the course schedule is “tentative” and subject to change based on student and/or pedagogical needs. All changes will be announced and posted on the course website.

Dates	Readings	Activities	Due Date
Aug. 14 - Aug. 18	Syllabus and Orientation Module 1 – Computers and Programs		
Aug. 19 - Aug. 25	Module 2 Input & Output	Quiz #1	August 25 th
Aug. 26 - Sept. 1	Module 3 Understanding Data Types	<i>Assignment #1</i> Quiz #2	September 1 st September 1 st
Sept. 2 - Sept. 8	Module 4 Conditional Structures	Quiz #3	September 8 th
Sept. 9 - Sept. 15	Module 5 Strings	<i>Assignment #2</i> Quiz #4	September 15 th September 15 th
Sept. 16 - Sept. 22	Module 6 Loops	Quiz #5	September 22 nd
Sept. 23 - Sept. 29	Module 7 Lists and Tuples	<i>Assignment #3</i> Quiz #6	September 29 th September 29 th
Sept. 30 - Oct. 6	Module 8 Functions	Quiz #7	October 6 th
Oct. 7 - Oct. 13	Midterm Exam		October 7th - October 10th
Oct. 14 - Oct. 20	Module 9 File and Exception Handling	<i>Assignment #4</i> Quiz #8	October 20 th October 20 th
Oct. 21 - Oct. 27	Module 10 Dictionaries and Sets	Quiz #9	October 27 th
Oct. 28 - Nov. 3	Module 11 Classes and Objects	<i>Assignment #5</i> Quiz #10	November 3 rd November 3 rd
Nov. 4 - Nov. 10	Module 12 Inheritance	Quiz #11	November 10 th
Nov. 11 - Nov. 17	Module 13 Recursion	<i>Assignment #6</i> Quiz #12	November 17 th November 17 th
Nov. 18 - Nov. 24	Module 14 Polymorphism	Quiz #13	November 24 th
Nov. 25 – Dec. 1	Fall/Thanksgiving Break		November 25th – November 29th
Dec. 2 - Dec. 4	Module 15 Review	Final Project	December 4 th

Week	Meeting Dates
Aug. 14 - Aug. 18	August 14 th
Aug. 19 - Aug. 25	August 19 th August 21 st
Aug. 26 - Sept. 1	August 26 th August 28 th
Sept. 2 - Sept. 8	September 4 th
Sept. 9 - Sept. 15	September 9 th September 11 th
Sept. 16 - Sept. 22	September 16 th September 18 th
Sept. 23 - Sept. 29	September 23 rd September 25 th
Sept. 30 - Oct. 6	September 30 th October 2 nd
Oct. 7 - Oct. 13	October 7th October 9th
Oct. 14 - Oct. 20	October 14 th October 16 th
Oct. 21 - Oct. 27	October 21 st October 23 rd
Oct. 28 - Nov. 3	October 28 th October 30 th
Nov. 4 - Nov. 10	November 4 th November 6 th
Nov. 11 - Nov. 17	November 11 th November 13 th
Nov. 18 - Nov. 24	November 18 th November 20 th
Nov. 25 - Dec. 1	Fall/Thanksgiving Break November 25th – November 29th
Dec. 2 - Dec. 4	December 2 nd December 4 th

SECTION 6 - COURSE EXPECTATIONS

EXPECTATIONS

Online courses are not self-paced and regular participation in online courses is required and will be recorded by your instructor. Students are expected to complete all course assessments using D2L.

Online learning assumes a high level of maturity and professionalism. It is designed to make learning more convenient but no less rigorous. The lack of a formal meeting schedule in an online course can be liberating. It can also be demanding because you must determine when to make time for class. Self-discipline and good time management skills are necessary when taking an online course.

Please remember that you will spend as much or more time completing an online course as you would taking it in a traditional face-to-face/classroom format. The special circumstances of taking an online course demand regular and consistent participation. Be sure to pace yourself throughout the semester making sure your responses to communications and assignments are timely. If you are not able to participate in any assigned class activities, you must contact your instructor immediately.

The instructor is required to report “no-shows” or students who do not show up the first day of class. Therefore, all students enrolled in the course must verify their enrollment. This can affect financial aid and you may be dropped from the class. Your instructor will notify you as to how to verify your enrollment before the beginning of the term to ensure that you are not reported as a “no-show”.

ATTENDANCE POLICY

Students whose number of absences is more than twice the number of class meetings per week may be assigned a failing grade for the course. Students who have more absences than the number of class meetings per week but less than twice the number of class meetings per week, will be penalized on the participation portion of the grade. Students who have absences which are less than or equal to the number of class meetings per week will not be penalized. This policy holds for face-to-face and hybrid courses.

Students that do not submit any work for more than 14 consecutive days in an online course or partially online course may be assigned a failing grade for the course.

The MGA policy on attendance is found in Section 5.04.05 of the Faculty Handbook and in the Academic Catalog (<https://mga.smartcatalogiq.com/2020-2021/Undergraduate-Catalog/Academic-Policy-and-Information/Course-Policies/Attendance-Policy>).

CLASS BEHAVIOR EXPECTATIONS AND CONSEQUENCES FOR VIOLATIONS

Middle Georgia State University students are responsible for reading, understanding, and abiding by the MGA Student Code of Conduct.” Student Code of Conduct, Responsibilities, Procedures, and Rights are found at http://www.mga.edu/student-affairs/docs/MGA_Student_Handbook.pdf#page=45.

STUDENT WITHDRAWAL POLICY

Students are encouraged to read the withdrawal policy found at <https://www.mga.edu/registrar/registration/drop-add.php> before dropping/withdrawing from the class.

Students who wish to withdraw from the University must complete the Withdrawal Form, obtaining the required signature from the advisor, and submitting it to the Office of the Registrar at the Macon campus or the administrative

offices at other campuses. Withdrawal is not complete until all withdrawal procedures have been properly executed.

<https://www.mga.edu/registrar/>

Students may withdraw from the course and earn a grade of “W” up to and including the midterm date, which occurs on **October 16th, 2024**. After this date students who withdraw will receive a grade of “WF.”

<https://www.mga.edu/academics/calendars/index.php>

POLICY ON ACADEMIC MISCONDUCT

As a Middle Georgia State student and as a student in this class, you are responsible for reading, understanding, and abiding by [Middle Georgia State’s Student Code of Conduct](#).

Quoted directly from the Student Handbook, I believe it is important that you recognize and understand the following about plagiarism and cheating:

1. *Individuals will fulfill their academic responsibilities in an honest and forthright manner.*

Examples of prohibited behavior include but are not limited to: plagiarizing another's work (such as using another's phrasing, concepts or line of reasoning as your own without giving proper credit to the author or creator); submitting course assignments that are not your own; submitting the same paper in different classes without prior approval from both instructors; cheating (the use of any unauthorized means to gain academic advantage on assignments, laboratory reports or examinations); acquiring or using test materials without faculty knowledge; accessing any information, resource, and/or means of communication during an exam or assignment without specific authorization from the professor; failing to follow class policy; obtaining academic benefits through computer fraud or unauthorized access; engaging in academic fraud alone or with others; using material downloaded off Internet without proper citation; illicitly attempting to influence grading; failing to abide by test-taking procedures. The MGA Withdrawal Form, is available online or in the Office of the Registrar. The entire Student Code of Conduct is included in Middle Georgia State’s Student Handbook and is available online at <https://www.mga.edu/student-conduct/>

The penalty for academic misconduct is a grade of zero for the work involved and will be referred to the Dean of Students. Subsequent academic misconduct results in a failing grade for the course.

PLAGIARISM AND ACADEMIC INTEGRITY/HONESTY

MGA uses a plagiarism prevention service to evaluate written work that students submit for this course. The papers will be retained by the service for the sole purpose of checking for plagiarized content in future student submissions. MGA’s Code of Conduct prohibits the use of any unauthorized assistance in completing any work for any course. This assistance includes using artificial intelligence platforms to generate any part or all of student submissions. The Code of Conduct is available at this webpage: <https://www.mga.edu/student-conduct/index.php>

MENTAL AND EMOTIONAL HEALTH SUPPORT

Counseling Services is proud to be a part of BeWell@MGA, which provides students 24/7 access to counselors and mental health resources to help cope with minor issues to major concerns. More information is available on this webpage: <https://www.mga.edu/student-affairs/bewell/index.php>

ACCESSIBILITY SERVICES

Students with a documented disability must work with MGA's Accessibility Services to arrange essential services relating to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards.

If a student is considering requesting accommodations, they should first contact Accessibility Services to discuss the process: <https://www.mga.edu/accessibility-services/index.php>

If a student needs course adaptations or accommodations because of a documented disability or chronic illness, the student should notify their instructor in writing and provide a copy of a current Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations to any student without timely receipt of the official SAR document.

STUDENT SUCCESS CENTERS (SSC)

Tutoring is available free of charge on all MGA campuses for currently enrolled students. SSC tutoring sessions may be scheduled online and face-to-face through the "Book an Appointment" link on the SSC website. Other services at the SSC include online academic workshops and a robust website with resources for academic assistance. The SSC locations also have computer workstations, printing, and Internet access. To view contact information, subjects tutored, and tutor availability, go to the SSC website at <http://www.mga.edu/student-success-center/>.

WRITING CENTER

The MGA Writing Center is a free service that provides one-on-one consultations to assist students with all types of writing. Either in-person or via Teams, our consultants provide feedback and use different strategies to help students improve their writing.

Writing Center locations are open on the Macon, Cochran, Dublin, and Warner Robins campuses.

*Please be aware that the Writing Center is closed during the summer semester.

Mathematics Academic Resource Center (MARC)

The MARC has locations on the Macon and Cochran Campuses. They offer one-on-one peer tutoring in person and online for mathematics courses. Visit their webpage for more information and additional resources: <https://www.mga.edu/computing/mathematics-statistics/marc/index.php>

CENTER FOR CAREER AND LEADERSHIP DEVELOPMENT

Students have free access to career and professional development services through the CCLD. Virtual and in-person appointments can be scheduled in Macon, Cochran, or Eastman at mga.joinhandshake.com. College-to-career resources include career exploration/assessments, job/internship/graduate school search assistance, career fairs, resume/interview prep, and professional/leadership development. Contact them at or visit <https://www.mga.edu/center-career-leadership-development/index.php>

DELAYED OPENING OR CLOSING OF THE UNIVERSITY

If class is unable to occur for an opening or closing of the university, go to the online webpage of the course for additional instructions. If there are no additional instructions provided on the course homepage news section, then just plan to meet at the normal next regularly scheduled meeting for the course. Knight Alert can be used to check or <https://www.mga.edu/police/alert/index.php>

HB 280 CAMPUS CARRY LEGISLATION

In accordance with O.C.G.A. § 16-11-127.1, Middle Georgia State University recognizes that a lawful weapons carrier may carry concealed handguns on Middle Georgia State campuses, excluding restricted campus facilities. More information is available at this webpage:

<https://policies.mga.edu/policy-manual/section-6-campus-affairs/6-10-weapons-on-campus/index.php>

COURSE EXPERIENCE FEEDBACK SURVEY

Student perception surveys of a class and its instructor are administered online at the end of each term/session for all courses with five or more students. Students will receive an email containing a link to a survey for each course in which they are enrolled. All responses are anonymous.

STUDENT RESPONSIBILITIES

Students are responsible for reading, understanding, and adhering to all Middle Georgia State University student policies, including those linked on the [Syllabus Policy](#) page.

ACADEMIC MINDSET BELIEFS

The course activities/assignments in this course concerning the Academic Mindset shall contribute to your growth, self-efficacy, the relevancy of academic experience, and a sense of belonging. Throughout this course, growth mindset will be strengthened through activities/assignments by constant engagement. The following growth mindsets belief statements are the bedrock of this course and shall be acclaimed into mind by each student:

- I can strengthen my abilities through effort.
- The work in this course has value and purpose for me.
- I embrace new challenges.
- I will succeed if I put effort into my work.
- I will learn from success and failure to continue to improve.
- My effort and attitude are important to my future.

ONLINE COURSE EXPECTATIONS

1. Students must immediately review the tentative course schedule (included as part of the syllabus) for the schedule of discussion activities, assignments, projects, and/or examinations.
2. Students are required to have access to a computer and the Internet.
3. All course materials (i.e. course syllabus, course content, the assignments and the schedule of activities, etc.) are posted in Brightspace D2L course/class web site.
4. Official institutional email (MGA or D2L) is used only for communication between the instructor and students. The instructor will endeavor to reply to your email queries within 12 hours and no more than 24 hours of their receipt, excluding weekends and holidays or during semester breaks. Private email accounts must not be used to communicate between the instructor and students.
5. Students must attend class if they are to be well prepared for the workplace. Online courses are no different from on-campus classroom courses in this regard. Therefore, online students are subject to the college's attendance policy. Please see the "Attendance Policy" in the college's catalog. For online classes, participation must be defined in a different manner. Student attendance in online courses is defined as active participation in the course as described in the course syllabus.

6. Online courses will, at a minimum, have weekly mechanisms for student participation, which can be documented using any or all the following methods: a graded discussion activity that is integral to student engagement and learning; a graded assignment/project/examination.

Your instructor will begin grading all assessments after the deadline and make the results available to you within one week after the due date for the assessment.

ONLINE DISCUSSIONS AND POSTINGS

Expectations for Achieving Responsible Online Discourse

One value we must share is respect for individuals - their experience and their ideas or social positions. We also share a genuine desire to learn from one another. In order to demonstrate these shared values, you are encouraged to consider how your tone, word choice, and content may affect other readers. Some ways people achieve responsible public electronic discourse include

- a) calling each other by name on the screen,
- b) using smiley faces =) to clarify meaning if a writer's tone might be ambiguous,
- c) clarifying with someone courteously before "flaming" back a quick response, and
- d) refraining from publishing or forwarding any questionable jokes or strong language that could offend various readers.

Guidelines for Online Discussions

Not only respond to your instructor's questions but carry on a dialogue with your classmates as well. This is a discussion, not just a question-and-answer session, and is one of the items that make a good online course and establishes community. If you only respond to your instructor's question it makes the discussion more of an "exam" rather than a dialogue.

Do not get caught up in "winning" the debate. We are here to learn the material, have fun, and to discuss matters of importance with others.

Read all postings from your classmates, not just those from the instructor. Sometimes future questions are based on the insights of your classmates.

When you reply to a post, don't just say "I agree". Give the person or person's name you agree with and be sure to put the reply in the right thread. Also include a brief sentence or two summarizing what they said that you are agreeing with and then your views. You might also consider changing the subject line to reflect your posts. Make it easy for us to figure out who you are talking to and what you are talking about.

If you express an opinion, support it with material from our readings or other sources if applicable. When you quote, summarize, or paraphrase from the text, be sure to give the page number(s) -- This is important! **Count on checking the class website for assignments or discussions at least twice or more per week.**