



**Middle Georgia**  
State University

School of Computing  
Department of Information Technology

## SECTION 1 - GENERAL COURSE INFORMATION

<b>Course Title:</b>	Introduction to Computer Programming
<b>Course Prefix and Number:</b>	ITEC 2260 – 03
<b>Course CRN#:</b>	81835
<b>Semester &amp; Session:</b>	Fall 2024, Full
<b>Campus Location:</b>	Online

## INSTRUCTOR'S INFORMATION

<b>Name:</b>	<b>Dr. Stephanie Edge</b>	
<b>E-mail Address:</b>	<a href="mailto:stephanie.edge@mga.edu">stephanie.edge@mga.edu</a> <i>For course content questions, please email me in D2L.</i>	
<b>Office Location:</b>	Cochran campus, Roberts 139	
<b>Office Phone Number:</b>	Cochran 478 – 934 – 3674	
<b>Tentative Office Hours:</b>	Cochran Campus, Roberts 139	MW 8:30 – 9:30 am  TH 8:30 am – 12:30 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](mailto:covid19support@mga.edu), and review [the Isolation and Exposure Calculator](#) to determine the appropriate actions to take.*

## SECTION 2 - DETAILED COURSE INFORMATION

<b>Course Prerequisite or Corequisite:</b>	At least a “C” or better in MATH 1111
<b>Credit Hours:</b>	3 credit hours
<b>Course Description:</b>	This course is an introduction to computer programming, logic, design and implementation. Topics include software design, documentation, coding methods, data types, data structures, functions, subroutines and program control structures
<b>Required for Program</b>	Required
<b>Student learning outcomes:</b>	<p>Upon completion of this course the students will be able to:</p> <ul style="list-style-type: none"><li>• Utilize control structures to dictate the program’s path of execution.</li><li>• Create an application that accepts user input in a variety of formats (e.g., string, numbers, dates), processes the input using string or numeric variables and the appropriate functions, and formats the results for output.</li><li>• Write sub procedures and functions.</li><li>• Create two-dimensional sequences and use sequence processing techniques to manipulate data. Functions, and formats the results for output.</li><li>• Create and use a custom class that contains property procedures, methods, and a constructor.</li></ul>
<b>Topics:</b>	<ul style="list-style-type: none"><li>• Sequence processing</li><li>• Variable scope</li><li>• Error handling</li><li>• Collections</li><li>• Proper programming techniques</li><li>• Code documentation</li><li>• Control and repetitions structures</li><li>• Classes and objects</li><li>• Inputs and outputs</li></ul>
<b>Required course materials:</b>	<p><b>Textbook</b></p> <p>Materials will be provided by instructor at no cost to student.</p>
<b>Technology Requirement:</b>	<p>Students are required to have access to a computer and the Internet.</p> <p>Download and install Python 3.12.4. (<a href="https://www.python.org/downloads">https://www.python.org/downloads</a>)</p> <p>Instructions are provided in the Week 1 folder explaining how to download the software.</p>
<b>Library/Learning Resources:</b>	<p>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</p>

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

### CRITERIA FOR DETERMINING THE FINAL COURSE GRADE

Programming Assignments – 50%

Quizzes – 35%

Final Project– 15%, Dec 4

\*All quizzes and exams are closed book unless otherwise specified by the instructor.

\*Midterm grades are due Oct 9.

\*Final grades are computed based on a compilation of the above percentage scores.

### 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

Tutoring is available at <http://www.mga.edu/student-success-center/>

## SECTION 4 - INSTRUCTOR-SPECIFIC POLICIES

Students must complete their own assignments, independently of other classmates. Students are not allowed to plagiarize others’ works or to share code.

Students are expected to complete tests, assignments, and the final by the due dates. All tests and the final exam are closed book assessments unless otherwise instructed. You are not to use any aids for them other than those specified by the instructor.

Students are expected to document each program with their names, programming assignment numbers, variables and methods with comments. A penalty of up to 10% will be assessed for missing documentation.

Students are expected to use good grammar and correct spelling in their documentation. A penalty of up to 10% will be assessed for such errors.

Students must turn in code that compiles. Code that doesn't compile will received a 10% penalty.

Students who are not able to participate in any assigned activities, contact your instructor immediately.

Students are expected to submit their work by the due dates. Assignments submitted after the due date receive a 10% reduction in score if submitted within 24 hours of the due date. Submissions by the next class meeting will receive a penalty of 20%. No assignments will be accepted after that point.

If a student thinks there is a mistake in his/her grade for an assignment or test, students need to notify the instructor within a week of the grade being posted in BrightSpace/D2L, to have the score reviewed and corrected in the case of an error.

Students are not allowed to use any techniques, data structures, or methods not taught in the chapter in which the programs are assigned.

## 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.

### Important Dates

Classes begin – Aug 14  
Drop/Add – Aug 14-20  
Holidays – Sept 2, Nov 25-29  
Midterm – Oct 9  
Last day to drop with a "W" – Oct 16  
Last day of class – Dec 4  
Final Exam – Dec 4

Date	Readings	Activities	Due Date
Week 1: Aug 14 - 20	Syllabus  Module 1: Computers and Programs	Discussion – Introduce Yourself Read Module 1  Submit Module 1 Key Terms	Aug 21

Week 2: Aug 21 - 27	Module 2: Input and Output	Read Module 2 Submit Module 2 Key Terms Test 1 (Modules 1, 2)	Aug 28
Week 3: Aug 28 – Sept 3	Module 3: Variables and Data Types	Read Module 3 Submit Module 3 Key Terms Assignment 1 (Module 2, 3)	Sept 4
Week 4: Sept 4 – 10	Module 4: Conditional Structures	Read Module 4 Submit Module 4 Key Terms Test 2 (Modules 3, 4) Assignment 2 (Module 4)	Sept 11
Week 5: Sept 11 - 17	Module 5: Strings	Read Module 5  Submit Module 5 Key Terms Assignment 3 (Modules 5)	Sept 18
Week 6:  Sept 18 – 24	Module 6: Loops	Read Module 6  Submit Module 6 Key Terms	Sept 25
Week 7: Sept 25 – Oct 1	Module 6: Loops	Assignment 4 (Module 6)  Test 3 (Module 5, 6)	Oct 2
Week 8: Oct 2 – Oct 8	Module 7: Lists and Tuples	Read Module 7 Submit Module 7 Key Terms  Assignment 5 (Module 7)	Oct 9
Week 9: Oct 9 – 15	Module 8: Functions	Read Module 8 Submit Module 8 Key Terms	Oct 16
Week 10: Oct 16 – 22	Module 8: Functions	  Test 3 (Module 7, 8) Assignment 6 (Module 8)	Oct 23
Week 11: Oct 23 – 29	Module 9: Files and Exception Handling	Read Module 9 Submit Module 9 Key Terms	Oct 30

Week 12: Oct 30 – Nov 5	Module 9: Files and Exception Handling	Assignment 7 (Module 9)	Nov 6
Week 13: Nov 6 – 12	Module 10: Dictionaries and Sets	Read Module 10 Submit Module 10 Key Terms  Test 4 (Module 9, 10)	Nov 13
Week 14: Nov 13 – 19	Module 11: Classes and Objects	Read Module 11	Nov 20
Week 15: Nov 25 – 29	Thanksgiving Holidays		
Week 16: Dec 2 – 4	Module 11: Classes and Objects	Submit Module 11 Key Terms Read Module 11	Dec 4
Final Exam (Module 11)	Dec 4		

## 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](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 16**. 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](http://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 are agreeing 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.**