



Syllabus for Fundamentals of Programming (CIS-12)

Course Information

Semester & Year: Fall 2022

Course ID & Section #: CIS-12-E3922

Instructor's name: Trevor Hartman

Day/Time of required meetings: Wednesday 10:05AM - 01:15PM

Location: Humanities Bldg, Room HU214

Number of proctored exams: 3

Course units: 4

Instructor Contact Information

Office location: Eureka Campus, HU-108C and online by appointment

Office hours: Thursday 10:00AM to 1:00 PM

Phone number: (707) 476-4366

Email address: trevor-hartman@redwoods.edu

Catalog Description

An introduction to the fundamental concepts and models of application development including the basic concepts of program design, data structures, programming, problem solving, programming logic, and fundamental design techniques for event-driven programs. Hands-on experience with a modern application programming language and development platform.

Course Student Learning Outcomes *(from course outline of record)*

1. Design object-oriented computer programs using a variety of techniques and tools.
2. Create programs using basic logic and data structures.
3. Test applications with sample data.

Prerequisites/co-requisites/ recommended preparation

Advisory: CIS1 - Computer Information Systems

The CIS 1 course provides advisable familiarity with computer related terminology, GUI operating systems, and basic application software.

Objectives

1. Demonstrate an understanding of the development and use of information systems in business. (LEC)
2. Solve common business problems using appropriate Information Technology applications and systems. (LAB)
3. Demonstrate an understanding of the development and use of information systems in business. (LAB)

Outcomes

Solve common business problems using appropriate information technology applications and systems.

Demonstrate an understanding of information systems used in business.

AND

Advisory: MATH376 - Pre-Algebra

Outcomes

Evaluate and simplify numerical and algebraic expressions involving integers and rational numbers.

OR

Advisory: CIS1 - Computer Information Systems

The CIS 1 course provides advisable familiarity with computer related terminology, GUI operating systems, and basic application software.

Objectives

1. Demonstrate an understanding of the development and use of information systems in business. (LEC)
2. Solve common business problems using appropriate Information Technology applications and systems. (LAB)
3. Demonstrate an understanding of the development and use of information systems in business. (LAB)

Outcomes

Solve common business problems using appropriate information technology applications and systems.

Demonstrate an understanding of information systems used in business.

AND

Advisory: MATH301 - Pre-Algebra Review

Outcomes

Evaluate and simplify numerical and algebraic expressions involving integers and rational numbers.

Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

Student Support

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

Evaluation & Grading Policy

Course Grading:

Exams(3) = 40%

Assignments = 25%

Labs = 15%

Quizzes = 10%

Discussion Forums = 10%

Grade Scale:

90-100% = A; 80-89% = B; 70-79% = C; 60-69% = D; Less than 60% = F

Participation:

This class is an hybrid-online course. It is VERY easy to fall behind in a hybrid-online course. It actually takes MORE effort to stay on schedule in an hybrid-online course than it does in a traditional face-to-face course. I highly recommend that you log on to Canvas at least 5 days a week to check announcements, post labs and assignments, and take quizzes and exams. There are strict deadlines posted for labs, assignments, quizzes, and exams that you must be aware of in order to avoid penalties.

There are no scheduled Zoom meetings. Previously recorded video tutorials are provided to support your coursework. In addition, recorded Zoom sessions from a previously Covid-affected face-to-face class are provided to further assist in your understanding of concepts and skills.

Students are expected to:

- do the assigned reading from the textbook
- participate in online discussion forums

- record a weekly scrum meeting with your peer group
- as needed, research topics using the Web and/or supplemental textbooks
- as needed, download, install, and learn additional free software
- complete all assignments
- complete all labs
- take all quizzes
- take exams online

Course Policies

Exams:

The exams are administered online, and you typically have a time window to complete the exam once it is open. Failure to complete an exam during the defined time window will result in a zero on that exam. There are no makeup exams. Be sure to give yourself plenty of time for technology and logistical problems when taking the exam. Please do not test this policy, you will be very disappointed with the results.

Quizzes:

Quizzes are administered online weekly, and are typically due on Thursday of each week. Failure to complete a quiz by the posted due date will result in a zero on that quiz. There are no makeup quizzes. Be sure to give yourself plenty of time for technology and logistical problems when taking the quiz.

Lab Work: 54 hours of lab work is also required. Note: The lab work doubles the amount of hours you will be working as compared to a typical non-lab 3 unit course. Be sure you understand the time commitment needed. The lab work will consist of exercises and tutorials requiring the use of a computer to demonstrate your understanding of the material presented. In addition to the technical requirements, labs are graded on proper documentation, neatness and completeness. All required elements must be present for full credit on a Lab. Labs will be due as noted in each week's Module.

Assignments: The assignments will consist of exercises that build on the knowledge and skills gained from doing the lab work and requiring the use of a computer to demonstrate your understanding of the material presented. In addition to the technical requirements, labs are graded on proper documentation, assignments are graded on neatness and completeness. All required elements must be present for full credit on an assignment. Assignments will be due as noted in each week's Module.

Late Assignments and Labs (does NOT apply to Discussions/Quizzes/Exams): We all have "emergencies" that arise from time to time. In recognition of this reality, I have a "no questions asked" (NQA) policy. Here's how it works. At the beginning of the semester you will receive 3 NQA credits (virtually of-course). Each credit is worth one week. If something comes up, and you need to turn in an assignment or lab late, you can use an NQA credit and turn it in up to one week late. A late assignment or lab with the proper number of NQA credits indicated will be graded as if it were handed in on time, no questions asked!

A late assignment or lab without an NQA will receive a zero! Late credit cannot be applied towards discussions, quizzes or exams and will not be allowed for the last lab or assignment.

Discussion Forum Participation: Ten percent of your grade is based on Discussion Forum participation, and participation in a weekly scrum. There are 10 participation points available per week that are earned by posting answers to the week's discussion-forum topic and responding to classmates' postings as well as submitting a recorded weekly scrum meeting with your peer programming group. A maximum of 6 points can be earned by posting a quality answer to the week's discussion topic by the end of the day on Wednesday. An additional 4 points can be earned by posting at least two quality responses to classmates' postings by the end of the day on Saturday. If you do not post your topic response by the end of the day on Wednesday, you forfeit 6 points. You can still earn 4 points for the week by responding to classmates' postings by the end of the day on Saturday. Failure to respond to classmates' postings by the end of the day on Saturday will result in forfeiture of 4 points for the week. Timely postings are essential to create a reasonable dialog on the week's discussion topic. You cannot makeup participation points, which means you cannot use NQA credits for discussion-forum postings. So make sure you post your response to the week's topic by Wednesday and respond to classmates' postings by Saturday.

Generally, a model posting will be one that shares what you have learned about the topic by providing at least one specific example from the assigned reading and/or video lecture material, and addresses any difficult/challenging concepts with specific descriptions. Replies to classmates will substantially comment on their examples and answer any questions they have. Read your peers' posts regularly to see their viewpoints. Sometimes it's surprising how many different ways a concept can be described.

In addition, you can spend some time researching the topics outside of your textbook. Use the Internet and other books to provide another perspective or a more detailed explanation. Including a hyperlink to relevant Internet information gives others the opportunity to learn more too. Remember to cite your references.

Just as you would use a nice tone in the classroom, be sure to prepare thoughtful and friendly responses online. The forum discussions are an opportunity to help others with their understanding of the

concepts covered. If you see a post where someone is struggling to understand (or is incorrect), try to help them out. Find something positive to say about their effort, and then add your comments. Try to illustrate your explanation, rather than referring them to your post. Be polite, supportive, and encouraging. The online learning environment should be helpful and enjoyable!

One final note - anyone that acts offensively online will be subject to removal from the class. This includes using insulting (or foul) language, or being demeaning in discussion forum posts.

Connection Issues:

Problems with your internet connection or your computer will NOT result in an extension of the due date for any deliverable (lab/quiz/exam, etc.).

Disqualification/Excessive Absence Policy:

You will automatically be disqualified (dropped from the roll) if you have not posted your Week 1 Introduction to the Discussion Forum AND do not complete Quiz1, Lab 1, and Assignment 1 by their respective due dates. In addition, you will be dropped from the course if you are not participating at least four days a week, or failing the course due to a lack of participation resulting in missed quizzes, labs, assignments, discussions or exams.

Incomplete Grades:

I do not give incomplete! However, if your place of residence is carried away by a tsunami while completing your final assignment, I may reconsider. This means an incomplete may be granted in EXTREME circumstances. You must be receiving at least a C grade at the time of the tsunami.

Admissions deadlines & enrollment policies

Fall 2022 Dates

- *Classes begin: 8/20/22*
- *Last day to add a class: 8/26/22*
- *Last day to drop without a W and receive a refund: 9/02/22*
- *Labor Day Holiday (all campuses closed): 09/05/22*
- *Census date: 9/06/22 or 20% into class duration*
- *Last day to petition to file P/NP option: 09/16/22*
- *Last day to petition to graduate or apply for certificate: 10/27/22*
- *Last day for student-initiated W (no refund): 10/28/22*
- *Last day for faculty-initiated W (no refund): 10/28/22*
- *Veteran's Day (all campuses closed): 11/11/22*
- *Fall Break (no classes): 11/21/22 – 11/25/22*
- *Thanksgiving Holiday (all campuses closed): 11/23/22 – 11/25/22*

- *Final examinations: 12/10/22 – 12/16/22*
- *Semester ends: 12/16/22*
- *Grades available for transcript release: approximately 01/06/23*

Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Disruptive behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. This does not change your legal name in our records. See the [Student Information Update form](#).

Canvas Information

Log into Canvas at <https://redwoods.instructure.com>

Password is your 8 digit birth date

For tech help, email its@redwoods.edu or call 707-476-4160

Canvas Help for students: <https://webapps.redwoods.edu/tutorial/>

Canvas online orientation workshop: [Canvas Student Orientation Course \(instructure.com\)](#)

Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#).

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email counseling@redwoods.edu.

Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information, see the [Redwoods Public Safety Page](#).

Eureka Campus Emergency Procedures

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [CR Police Department-Public Safety](#). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.

4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

Klamath Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
 - a. Dial 911, to notify local agency support such as law enforcement or fire services.
 - b. If safe to do so, notify key administrators, departments, and personnel.
 - c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
 - d. Contact 530-625-4821 to notify of situation.
 - e. Contact Hoopa Tribal Education Administration office 530-625-4413
 - f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
 - a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
 - b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
 - c. Close all window curtains.
 - d. Get all inside to safe location Kitchen area is best internal location.
 - e. If a police officer or higher official arrives, they will assume command.
 - f. Wait until notice of all is clear before unlocking doors.
 - g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
 - h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

Student Support Services

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821