

# Bergen Community College

## Course Syllabus Information Technology

**Course Title:**

INF-103 Introduction to Programming (Python)

**Credits/Hours:**

3 credits/2 hours lecture, 2-hour lab.

**Recommended Pre/Co-requisite:**

None

**Course Description:**

This course introduces computer programming using a hands-on approach. Topics explored include programming logic, data types, input and output of data, computations, control structures, modular design, object-oriented concepts, and quality assurance. Lecture [2.00], Laboratory [2.00]

**Textbooks and Supplies:**

See course outline

Student Learning Objectives	Assessment Measures
1. Code, test, and execute a computer program.	Lab Activity
2. Convert a word problem into a computer program.	Lab Activity Exam
3. Select appropriate data types.	Lab Activity Exam
4. Write modular programs.	Lab Activity Exam
5. Use sequence, selection, and repetition in a computer program.	Lab Activity Exam
6. Given input data, trace a computer program and determine the output produced.	Exam

College Competencies:	Student Learning Objective:
1. Critical Thinking – Students will actively reflect on, reason about, and form independent judgments on a variety of ideas and information, and use these skills to guide their beliefs and actions.	2,3,4,6
2. Quantitative Reasoning – Students will correctly apply and reason about mathematical and formal concepts and operations, and will correctly interpret and analyze numerical data.	2,3,6
3. Technological And Information Fluency – Students will demonstrate computer fluency, and will be able to retrieve, organize, analyze, and evaluate information using both technological and traditional means.	1 - 6

**Course Content:**

See course outline

### **Assessment:**

An average of 60% from combined assessment measures is required to demonstrate proficiency in course material.

Exams & Quizzes 60%

### Lab Work

• Lab and Programming Projects 40%

### Bonus Points

- Practice Labs
- Student Participation

### **Quizzes:**

There may be several quizzes available. The quiz material will be based upon the prior lectures and labs and/or the reading assignments. A quiz cannot be made up if missed. *On campus:* A student entering class late, after a quiz has begun, will not be entitled to extra time to complete the quiz. Students entering class after a quiz is completed will not be permitted to take the quiz. *Online:* A student failing to complete the quiz during its scheduled timeslot will not be permitted to take the quiz.

### **Testing:**

Students **are required** to take examinations when scheduled. If special circumstances require a test schedule adjustment, this must be **worked out in advance** with the instructor. If a student misses an exam (except for prearranged circumstances with the instructor) a zero grade will be assigned.

The instructor can be reached by **telephone** (see course outline for appropriate phone number), **e-mail, or a written note** can be left in the Divisional Office (during the day) A-306A or in the Evening Office C-107. If there are extreme circumstances (documentation may be required) that prevent a student from taking a test according to the published schedule, the student should use one of the above options to contact the instructor before the missed exam. An arrangement for a special testing schedule is solely at the **discretion of the instructor**. A student who waits until the exam closes to speak with the instructor will not be accommodated with a special test schedule.

Unless otherwise specified, all exams are closed-book exams. The use of electronic and non-electronic resources for reference is prohibited. Any student using references during an exam (unless directed to do so by the instructor) will receive a 0 for the exam.

### **Final Project:**

Each student may be responsible for a final project. The student must be able to appropriately respond to questions regarding the technical details of the project. Late projects are not accepted.

### **Lab Projects:**

Laboratory assignments are hands-on productions that show the instructor that the student can competently use specified software. It is anticipated that students will spend at least four hours per week perfecting their skills and completing their lab assignments. The lab assignments are required for grading. They must be submitted on the assignment due date, and **cannot be handed in late**. Acceptance of late laboratory assignments is solely at the **discretion of the instructor**.

### **Homework:**

In addition to any scheduled homework assignments, it is a **standing assignment** that the student read each chapter of the book and work with the exercises before attempting the labs or attending class (on campus sections). It is anticipated that students will spend at least four hours per week reading the text and working with the exercises and supplemental resources.

**Statement on Accommodations for Disabilities:**

Bergen Community College aims to create inclusive learning environments where all students have maximum opportunities for success. Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Specialized Services at 201-612-5269 or via email at [ossinfo@bergen.edu](mailto:ossinfo@bergen.edu) for assistance.

**BCC Attendance Policy:**

All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes.

**Policies:**

- Lateness (*on campus sections*) – The roll will be taken at the beginning of class. If the student is not in attendance at that time, he/she will be carried in the roll book as being absent unless the instructor is notified immediately after class. Attendance sheets cannot be adjusted at following class meetings.
- The student must adhere to all college policies. Due to the nature of this course, it is recommended that the student review the policy titled “*Acceptable Information Technology Use at Bergen Community College*”.
- *On campus sections*: The use of portable electronic devices is not permitted while class is in session. Please be sure to silence electronic devices before entering class.
- All electronic correspondence with the instructor must be in paragraph form using proper sentence structure.
- Postings to the course discussion forum must be in paragraph form using proper sentence structure.
- The subject line of all email correspondence to the instructor must contain the course number and section and student’s name. Any email received without this information will not be opened.
- Plagiarism in any form will be treated as a failure to complete an assignment. All work submitted should reflect individual effort by the student. Any instance of plagiarism is subject to College policies regarding such behavior which provide for disciplinary action up to and including dismissal from the College with a failing grade in the relevant course(s).
- In borderline cases that arise almost every semester, a student’s attendance, participation, attitude, and observed effort will be considered in helping to determine the student’s final grade.

*On Campus sections*: If the instructor does not appear after 20 minutes following the scheduled starting time, students should generate an attendance list. One volunteer member needs to deliver the list, containing the course title, date, and instructor’s name, to the Evening Office (C-107) or to the Divisional Office (during the day) A-306A.

**Additional policy and assessment information may be distributed by individual instructors.**