HCC | HOUSTON COMMUNITY COLLEGE

Division of Digital and Information Technology
Computer Systems, Networking, and Telecommunications Department
https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/computer-systems-networking--telecommunications/

COSC 1436: Programming Fundamentals I using C# | #17141
Fall 2020 | 12-Weeks (9.21.2020-12.13.2020))
Online | 4 Credit Hours | 96 hours per semester
Instructor Contact Information

Instructor: Kendrick Smith   Office Phone: 713-718-7200 #41616
Office: ONLINE   Office Hours: ONLINE
HCC Email: lakendrick.smith@hccs.edu   Office Location: ONLINE

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and discuss course topics.

Your course materials for this class will be accessed digitally through this Canvas site. NO other purchase is necessary. For students who wish to have a printed copy of the text an optional print copy is available for purchase at the Houston Community College Bookstore. See below for more information.

Fall 2020 Modalities

This semester, there are three modalities for this course: Online Anytime, Online on a Schedule, and Flex Campus. ***Note: all classes will meet online for the first six-weeks of the semester.*** Online Anytime (WW) classes are traditional online courses; coursework is online, and there are no meetings at specific times. Online on a Schedule (WS) classes are online courses with traditional meeting components; coursework is online, and there are specific times to log in for scheduled class meetings. Flex Campus (FC) are in-person classes; coursework is online, and students have the choice to come to campus or to participate online during scheduled class meetings.

This section of COSC 1436 is Online through Canvas. Course meets on Monday and Friday 6pm -8pm. Virtual Meeting participate is not required if student has notified instructor prior to meeting. Recorded meetings will be available within 24hours after the completion of the meeting. Recorded meetings can be found in the Module in Canvas called "Virtual Classroom".

Instructor's Preferred Method of Contact

I will respond to emails within 24-hours, Monday through Friday; I will reply to weekend messages on Monday mornings. Please use the Eagle Online (Canvas) Inbox tool to send me emails.

What's Exciting About This Course

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.

My Personal Welcome

Welcome to COSC, Programming Fundamentals I. My name is Instructor Kendrick Smith. I'm delighted that you have chosen this course! I will be your Instructor for COSC 1436, and I am happy to help anyway I can. A little about me, I have a Bachelors degree in Computer Engineering, and a Masters of Science in Information Technology. I have worked in various industries on various systems; from Networking to Software development.

Please read the **rest of this syllabus** for the course description, pre-requisites, student learning outcomes, required textbook, instructional material, course assignments/assessments, as well as other course policies (participation, makeup, etc.). Pay special attention to the **Course Calendar** section shown below for assignments/assessments due dates.

As the course progresses, you may encounter challenging ideas or difficulties completing your coursework. I am available to support you. The fastest way to reach me is through the Canvas Inbox e-mail. If, for any reason, you can't access Canvas, you can reach me at my HCC e-mail (lakendrick.smith@hccs.edu). The best way to really discuss issues is in-person. I'm available during posted office hours to tackle the questions. My goal is for you to walk out of the course with a solid understanding of the Microsoft Office products, so please visit me, or contact me by email, whenever you have a question.

Prerequisites and/or Co-Requisites

Must be at college-level skills in reading, writing and math. Must be familiar with the basics of word processing and file management (e.g., know how to copy and move files and folders). If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the HCCS Student Handbook.

Canvas Learning Management System

This section of COSC 1436 will use Canvas (eagleonline.hccs.edu) for all assignments, exams, and activities. **USE FIREFOX OR CHROME AS THE INTERNET BROWSER**.

HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation (now called the Online Course Information) for all fully online classes: http://www.hccs.edu/online/
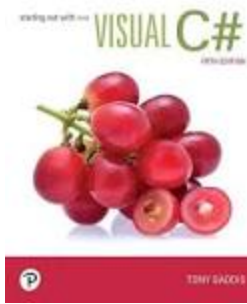
Scoring Rubrics, Sample Assignments, etc.
Look in Canvas for assignments, samples of class assignments, and other information to assist you in the course.
https://eagleonline.hccs.edu/login/ldap

Instructional Materials

Textbook Information

To enhance your learning experience and provide affordable access to the right course materials, this course is part of the HCC Textbook Savings program that provides inclusive access to course materials. You can easily access the required materials for this course at a discounted price, and you will benefit from single sign-on access with no codes required in Canvas.

It is NOT recommended that you opt-out of these materials, as they are required to complete the course. You may choose to opt-out prior to Census Date, but you will then be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. The opt-out process would be for students who already have an access code because they are repeating the course.

For those opting OUT of the Inclusive Access program, the information for the textbook is: Starting out with Visual C#, 5th edition, Author: Tony Gaddis, ISBN: 9780135183519.

Visual Studio IDE

Visual Studio Community 2019 will be required for this course. Go to https://visualstudio.microsoft.com/downloads/ and download Community which is free. Examine which OS system you have, there is Windows, or MacOS. Make sure to download **Visual Studio 2019**, and not ~~Visual Studio Code.~~ This will download the Visual Studio Installer. Open the installer, and want to install (.NET desktop development).

Microsoft Office 2019 or Office 365

Access to Office 2019 or Office 365 (Word, Excel, PowerPoint) is required. Office 365 may be downloaded from your HCC email. More information is provided in the second module of our course.

Other Instructional Resources

HCC Tutoring
HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the HCC Tutoring Services website for services provided.

Libraries
The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries

maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at http://library.hccs.edu.

Supplementary Instruction
Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at http://www.hccs.edu/resources-for/current-students/supplemental-instruction/.

Course Overview
Students in BCIS1305 will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

Core Curriculum Objectives (CCOs)

COSC 1436 satisfies Component Area Option in the HCCS core curriculum. The HCCS Core Curriculum Committee has specified that the course address the following core objectives:

- ***Critical Thinking***: Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing the class project and assignments, along with answering questions on quizzes and exams.
- ***Communication Skills***: Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing assignments and participating in online or in-class discussions.
- ***Quantitative and Empirical Literacy***: Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing assignments, and answering questions on quizzes and exams.

Program Student Learning Outcomes (PSLOs)

Can be found at:
https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/computer-systems-networking--telecommunications/

Course Student Learning Outcomes (CSLOs)

Upon completion of COSC 1436, the student will be able to:
- Describe how data are represented, manipulated and stored in a computer.

- Demonstrate proper file management techniques to manipulate electronic files and folders in a local and networked environment.

- Categorize different programming languages and their uses.

- Understand and use fundamental concepts of data types, structured programming, algorithm design, and user interface design.

- Demonstrate a fundamental understanding of software development methodologies, including modular design, pseudo code, flowcharting, structure charts, data types, control structures, functions, and arrays.

- Develop projects that utilize logical algorithms from specifications and required statements.

- Demonstrate appropriate design, coding, testing, and documenting of computer programs that implement project specifications and requirements.

- Apply computer programming concepts to new problems or situations.

Learning Objectives

Learning Objectives for each CSLO are under development.

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for the assignments. The assignments provided will help you practice the concepts discussed in class lectures and hone your hands-on skills. Successful completion of this course requires a combination of the following:
- Reading the textbook
- Participating in class activities
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading and studying the material and more importantly completing the assignments.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to**:**
- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar
- Arrange to meet with individual students ss as needed

As a student, it is your responsibility to**:**
- Participate in our online activities
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Eagle Online Assignments and PROJECT

The first module of the course instructs students to upload an assignment via Eagle Online. This is to ensure that students are familiar on how to upload files into Eagle Online.

Discussions

Students will be required to complete Discussion assignments by answering the discussion prompts. These will be completed in Canvas, for _each_ module. They should be completed immediately after completing the above assignments.

Quizzes

Quizzes are short assessments administered online (on Canvas) each consisting of a set of multiple-choice or true/false questions, covering material in one module. At this time, only the first and last module in this course contain a quiz.

Exam(s)

This course will contain three exams: Midterm 1 (canvas), and a comprehensive Final Exam. **All exams will** be taken online for Fall 2020.

Final Exam Review

A final exam review has been provided for you. Completing the review is essential in achieving success on the final exam. More information in the final module of the course.

Final Exam

The final exam will be administered online. The final exam is scheduled for: 12/07/2020 - 12/13/2020. Make-up exams will be given _only_ in cases of extenuating circumstances. Extenuating circumstances are **unexpected and unavoidable** situations such as hospitalization or auto accident. They don't include forgetting about the date of the exam, busy work schedule, etc. You would need to provide documentation to your instructor as soon as possible after the missed assignment/assessment for consideration.   Extenuating circumstances will be evaluated by your instructor on a case by case basis. It is your responsibility to contact your instructor with documentation of your situation as soon as possible, schedule a makeup exam, and submit the proper documentation to the department. All missed grades will be recorded as zeros.

Grading Formula

Category	Weight
Midterm exams	15 %
Quizzes	15%

Discussions	10 %
Assignments	30 %
Final Exam	30 %

Grade	Total Points
A	90+
B	80-89.9
C	70-79.9
D	60-60.9
F	< 60

Incomplete Policy:

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

HCC Grading Scale can be found on this site under Academic Information:
http://www.hccs.edu/resources-for/current-students/student-handbook/

Course Calendar

WEEK	CHAPTER	DUE DATES	DISCUSSION	QUIZ	MID-TERM	CANVAS ASSIGNMENTS	FINAL EXAM
0	0 – (INTRO)	9/28	✓	✓			
1	1,2 – (01 BASIC)	10/05	✓	✓		✓	
2	2,3 – (02 DATE)	10/12	✓	✓		✓	
3	4 – (03 MADE)	10/19	✓	✓		✓	
4	5 – (04 REIN)	10/26	✓	✓		✓	
6	1,2,3,4,5 – (MIDTERM)	11/09	✓		✓		
7	6 – (05 MABE)	11/16	✓	✓		✓	
8	10 – (06 CYOC)	11/23	✓	✓		✓	
9	7 – (07 ARRY)	11/30	✓	✓		✓	
10	1, 2, 3, 4, 5, 6, 7, 10 – (REVIEW)	12/07	✓			✓	
11	1, 2, 3, 4, 5, 6, 7, 10 – (FINAL)	12/13	✓				✓
TOTAL ACTIVITIES			11	8	1	8	1
TOTAL PTS		1000	100	150	150	300	300
TOTAL PERCENTAGE		100%	10%	15%	15%	30%	30%

https://www.hccs.edu/student-experience/events-calendar/

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

There will be no makeup in this course. Late work will receive a 5% deduction a day.

Academic Integrity

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details. Students may ask questions to other students, to me, or to anyone else. This is how we learn, and I encourage it. HOWEVER, all work must be started and completed in its entirety on your own. If it is found that students are sharing the same files, and then making minor changes to submit the work as their own, students will receive a 0 on the assignment and be referred to the Dean of Student Services.

Click on the link to view HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):
http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/

Attendance Procedures

1. On-campus students may be withdrawn if the student is absent for more than 12.5% of class. See the Student Handbook for more information.
2. Online students may be withdrawn before the Official Day of Record, 11/09/2020, if they have not logged in or shown sufficient participation. See the Online Student Handbook for more information.
3. As an Online section of this course, you must make satisfactory progress in this course. Students may be withdrawn if the student misses turning in assignments (Labs, quizzes, or discussions) that total to more than 12.5% of the course work prior to the Final Exam.
4. Contact your instructor if you are having a problem.
5. If you decide to quit participating in the course before the Last Day for Administrative/Student Withdrawals, 11/09/2020, you may withdraw yourself, or ask the instructor to withdraw you, or in some cases the instructor may withdraw you without your approval if you have not attended and participated. Talk to you instructor for details.
6. After the withdrawal date deadline, the instructor is not able to withdraw you.

For complete information regarding Houston Community College's policies on attendance, please refer to the Attendance Policy under Academic Information in the HCC Student Handbook .

Student Conduct

Two simple rules: (1) Students should be respectful to everyone in the classroom. (2) Students should come to class <u>on-time</u>, prepared, and ready to learn.

Instructor's Course-Specific Information (As Needed)

Electronic Devices

Two simple rules when on-campus: (1) Cellphones should not be used during class. (2) Do not use the classroom computers for non-course activities during lectures.

When on-line: (1) Do not send or receive pictures of exams, homework or solutions to/from other students using an electronic device.

HCC Policies

Here's the link to the HCC Student Handbook http://www.hccs.edu/resources-for/current-students/student-handbook/ In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- Disability Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS³

The EGLS³ (<u>Evaluation for Greater Learning Student Survey System</u>) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for

the Fall and Spring semesters. –EGLS3 surveys are not offered during the Summer semester due to logistical constraints.
http://www.hccs.edu/resources-for-current-students/egls3-evaluate-your-professors/

Campus Carry Link

Here's the link to the HCC information about Campus Carry:
http://www.hccs.edu/departments/police/campus-carry/

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to HCC Eagle ID and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (http://www.hccs.edu/departments/institutional-equity/)

Disability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to http://www.hccs.edu/support-services/ability-services/

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity

3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/

Department Chair Contact Information

Samir Saber: samir.saber@hccs.edu @ (713)718-7513