

**SAMPLE ONLY - Actual classes will each have a syllabus tailored to that class.**

# Sample Syllabus

## Semester 202x

### COURSE DESCRIPTION

#### Course Description:

Skill development in programming including high-level languages, architecture, best practices, computer science theory, procedural and object oriented programming. Industry standard procedures and tools and their usage will be introduced and emphasized.

#### Instructor Information

- **Email:** [alexander.katrompas@austincc.edu](mailto:alexander.katrompas@austincc.edu)
- **Web:** <http://katrompas.accprofessors.com/>
- **Google Chat:** alexander.katrompas@austincc.edu
- **Office:** Office hours will be held online via Zoom and/or Google Chat. No appointment needed for Google Chat. Zoom by appointment during office hours or special times as needed and requested.

#### Email Contact: When sending an email...

- Include your class code and section in the subject along with a descriptive subject. For example: "COS-2436-006: trouble uploading to git."
- **Do not send screenshots of code or code files via email** (screenshots of errors are okay and encouraged). If you want help debugging your code, update your repo and send the link (email or chat) along with your question.
- Emails will be answered as soon as possible (usually within a few hours) but allow up to 24 hours for a response. If you do not get a response within 24 hours, it means your email was not received, please resend it. *Emails without class information in the subject may take longer to answer.*

#### Google Chat:

- Chat is for interactive and real-time help and discussion.
- If online, you should get a response within a minute or two.
- If you do not get a response within a minute or two use email instead.

**Prerequisites / Student Background:** To be successful in this class, students are expected to have all of the items listed on the [student developer checklist](#) for the [appropriate class](#). You are expected to review these documents and make sure you are prepared for this class.

**Instructional Methodology:** (note which type of course you are taking)

- **DIL** (Distance Instructional Learning): The course is 100% online and does not include any live lecture component. Material is presented in such a way that the student can learn from examples, online tutorials, and other instructional materials. Recorded lectures may be provided and if so, they will be required viewing.
- **DLS** (Distance Learning Section): The course is 100% online however it includes some combination of recorded lectures and online, live and interactive lab time. Online live lab time is *optional* however you are expected to attend to ask questions and get help with assignments as needed. It is up to the student to manage their time and attend live sessions as needed.

**Course Rationale:** The course is required for an Associate Degree in Computer Information Systems and Computer Science degree areas.

## OUTCOMES and OBJECTIVES

**Demonstrate a thorough understanding of...**

- Computer things.
- More computer things.
- Computer science topics.
- More computer science topics.
- Programming techniques.
- Modular programming by designing programs that require the use of programmer-defined functions.
- Writing code, performing testing and debugging of multiple complex programs.
- Good documentation style in all of the programs written in this course.
- Best practices in software engineering.

## READINGS

**General:** Readings may be assigned as needed to supplement class notes or the textbook. These will be online and provided in class. Any readings assigned are required and may be tested.

**Textbooks:**

- **Required:** Some Text
- **Optional:** Some Other Text

**Readings:** Reading will be posted on Blackboard

- **Required:** Anything marked required is testable.
- **Optional:** Any readings marked as optional are supplemental reading to assist you with assignments.

## COURSE REQUIREMENTS

### Programing Assignments

- Programming in class may be done in an IDE or text editor provided in the labs or on your own computer.
- Programming out of class can be done in the labs, or on your own computer
- All assignments turned in MUST comply with assignment [submission guidelines](#) regardless of the tools used.
- Programs created will be console (i.e. command prompt) or Web applications.
- Students will be expected to demonstrate, explain, and/or discuss their code. *This may have a bearing on your grade.*
- Programming assignments will be turned in as source code and assets through version control and a repository (Git and Github).
- All assignments should be submitted in Blackboard by 11:59 pm of the due date assigned.
- To ensure receiving full credit, programs must completely meet requirements exactly as specified and conform to all good programming practice. Partial credit is at the discretion of the instructor.
- Re-submission of code to improve your grade is usually allowed (up to one resubmission is standard, see [submission guidelines](#)).
- Availability of a computer is not an excuse for being late with any assignment.
- All work is expected to be original work and not copied from other sources. Work that is found to be from other sources other than the student, is subject to a grade of 0 and/or academic integrity violation (see below). However, collaboration and the use of professional online resources such as [Stack Overflow](#) is highly encouraged (clickbait sites like *W3Schools* is highly *discouraged*).

**Grade Policy:** Grades will be assigned based on concept knowledge, assignments, and tests. An overall grade will be assigned on the following grading scale:

90% - 100% A, 80% - 89% B, 70% - 79% C, 60% - 69% D, 0% - 59% F

Grades will be calculated as follows (also see [Grading Guidelines](#)):

- Term papers, coding challenges, and/or tests 1 and 2: 20% (10% each).
- Final project: 20%
- Assignment average: 40%

## SCANS (Secretary’s Commission on Achieving Necessary Skills)

Refer to the [SCANS](#) page for a complete definition and explanation of SCANS. The following list summarizes the SCANS competencies addressed in this particular course.

<p>RESOURCES</p> <p>1.1 Manages Time</p>	<p>INTERPERSONAL</p> <p>2.1 Participate as a member of a team</p> <p>2.6 Works with Cultural Diversity</p>	<p>INFORMATION</p> <p>3.1 Acquires and Evaluates Information</p> <p>3.2 Organizes and Maintains Information</p> <p>3.3 Uses Computers to Process Information</p>	<p>SYSTEMS</p> <p>4.1 Understands Systems</p> <p>4.2 Monitor and Corrects Performance</p> <p>4.3 Improve and Designs Systems</p>
<p>TECHNOLOGY</p> <p>5.1 Selects Technology</p> <p>5.2 Applies Technology to Task</p> <p>5.3 Maintains and Troubleshoots Technology</p>	<p>BASIC SKILLS</p> <p>6.1 Reading</p> <p>6.2 Writing</p> <p>6.3 Arithmetic</p> <p>6.4 Mathematics</p> <p>6.5 Listening</p>	<p>THINKING SKILLS</p> <p>7.2 Decision Making</p> <p>7.3 Problem Solving</p> <p>7.4 Mental Visualization</p> <p>7.5 How to Learn</p> <p>7.6 Reasoning</p>	<p>PERSONAL SKILLS</p> <p>8.1 Responsibility</p> <p>8.2 Self-Esteem</p> <p>8.3 Sociability</p> <p>8.4 Self-Management</p> <p>8.5 Integrity/Honesty</p>

## COURSE/CLASS POLICIES

**Academic Integrity:** A student is expected to complete his or her own assignments and tests. Students are responsible for observing the policy on academic integrity as described in the current Student Policies Handbook. The penalty assessed will be in accordance with the current ACC policy. **The penalty for scholastic dishonesty is a grade of ‘F’ for the course.**

## **Incomplete**

A student may receive a temporary grade of “I” (Incomplete) at the end of the semester only if ALL of the following conditions are satisfied:

- The student is unable to complete the course during the semester due to circumstances beyond their control.
- The student must have earned at least half of the grade points needed for a “C” by the end of the semester.
- The request for the grade must be made in person at the instructor’s office or classroom and necessary documents completed.
- To remove an “I”, the student must complete the course by two weeks before the end of the following semester. Failure to do so will result in the grade automatically reverting to an “F”.

## **Freedom of Expression Policy**

It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

## **Tutoring**

Free tutoring is provided for this course both on-line and face-to-face. For online schedules and details please search the college site at [austincc.edu](http://austincc.edu).

## **Attendance / Withdrawal**

Regular and punctual class and laboratory attendance is expected of all students. Failure to do so may negatively affect your grade. If attendance or compliance with other course policies are unsatisfactory, the instructor may withdraw students from the class and/or assign other penalties as needed.

It is the student’s responsibility to complete a Withdrawal Form in the Admissions Office if they wish to withdraw from this class. It is not the responsibility of the instructor to withdraw the students from their class even though the instructor has the prerogative to do so under the above listed circumstances.

Students who enroll for the third or subsequent time in a course taken since Fall 2002 are charged a higher tuition rate. State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC College Catalog.

## **Student Files – Privacy**

The information stored by a student in his/her student volume in the Computer Studies Labs may be viewed by their instructor for educational and academic reasons.

## **Students with Disabilities**

Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to make this request three weeks before the start of the semester. (Refer to the current ACC Student Policies).

## **Student Support Services**

Resources to support you are available at every campus. Food pantries are available at all campus Student Life offices (<https://sites.austincc.edu/sl/programs/foodpantry/>). Assistance paying for childcare or utility bills is available at any campus Support Center (<http://www.austincc.edu/students/support-center>). For sudden, unexpected expenses that may cause you to withdraw from one or more of your courses, go to <http://www.austincc.edu/SEF> to request emergency assistance through the Student Emergency Fund. Help with budgeting for college and family life is available through the Student Money Management Office (<http://sites.austincc.edu/money/>). Counselors are available at any campus if you experience a personal or mental health concern (<http://www.austincc.edu/students/counseling>). All services are free and confidential.

## **Communication**

The ACC online Blackboard system <http://acconline.austincc.edu> and the ACCmail accounts will be used as the official communication system during this semester. Lecture notes, handouts, changes to course schedule or assignments and your grades will be posted on Blackboard and all email communication will be via the ACCmail accounts. All students are expected to check both Blackboard and their ACCmail accounts on a regular basis. For information on how to log onto Blackboard and ACCmail please visit the following sites

- <http://irt.austincc.edu/blackboard/StudentSupport.php>
- <http://www.austincc.edu/google/>.

## **Safety Statement**

Each student is expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency posters and Campus Safety Plans are posted in each classroom. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found [at http://www.austincc.edu/emergency/](http://www.austincc.edu/emergency/).

Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be immediately dismissed from the day's activity, may be withdrawn from the class, and / or barred from attending future activities.

### **Concealed Handgun Policy**

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors.

Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy. It is the responsibility of license holders to conceal their handguns at all times.

Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 222 from a campus phone or 512-223-7999.