# CIS 211 OL Syllabus
## Programming Structures

**Instructor:** Jeananne Kenney          **Office:** GTC 207
**Telephone:** 985-5120          **Office Hours:** Upon request
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**Required Materials:** *Microsoft Programming Visual Basic 2015: Reloaded, 6th Edition* by Diane Zak

**Course Description:** This course introduces computer programming using the Visual Basic programming language. Topics include designing applications, using variables and constants to store information, input/output operations, creating variables, sequential, selection, and repetition programming structures, arithmetic operations, and other related topics.

**Course Objectives:** During this course, students will demonstrate that they can:

1. identify and implement the various components needed to create Visual Basic screens
2. identify the properties of an object
3. understand the Visual Basic naming convention in representing objects or variables
4. create applications using all the standard controls
5. understand the importance and purpose of creating a flowchart or writing pseudocode in helping plan an application's code
6. plan, build, code, test, debug, and document a Visual Basic application
7. recognize when and how to declare program variables
8. use assignment statements to store data in variables
9. initialize and update counters and accumulators
10. identify the lifetime of a variable
11. develop programs using the sequential, selection, and/or repetition programming structures

**Course Requirements:** Your textbook must be purchased. You must also have access or possession to a computer equipped with Microsoft Office (Word), Visual Basic 2017, a compression program, Internet access, and a web browser such as Internet Explorer before the end of the first week of class. **NOTE:** this software will not run on Mac computers.

**Attendance:** Attendance during week 1 is mandatory. You must post an introduction in the discussion forum. If you are recorded as absent for the first class meeting, you will be administratively dropped from the course. An email will be sent to you informing you of the administrative drop from the class. If you wish to stay in the class, you must contact your academic advisor before the end of the drop/add period. The drop/add period ends on the second of the term.

**Grading:** Grades will be based on the following:

| A | A- | B+ | B | B- | C+ | C | C- | D+ | D | F |
|---|----|----|---|----|----|---|----|----|---|---|
| 95 | 91 | 89 | 85 | 81 | 79 | 75 | 71 | 69 | 65 | 59 |

**Grading Criteria:**

| | | |
|---|---|---|
| Assignments | 10% | (one Assignment grade will be dropped) |
| Lab/Projects | 36% | |
| Quizzes | 18% | (one Quiz grade will be dropped) |
| Tests | 36% | |
| TOTAL | 100% | |

**Jenzabar (MY.NCWC.EDU):**  To access, click the MY.NCWC.EDU link on the NCWC home page.

We will be using the Jenzabar's Main Page, Coursework Page, and Gradebook Page.

- The Main Page contains the About This Course and Shared Files windows.
    - The About This Course window supplies the text book information.
    - The Shared Files window will be my primary means of communication with the entire class.  This window contains the Week's Chapter Notes and Weekly Message links.
- The Coursework Page will contain a list of Assignments, Quizzes, Projects, and Tests.  You will use this page to upload your zipped work.
- The Gradebook Page will be used to check your grades and will be updated weekly.  If you have any questions on your posted grade, you must email me immediately.

**Class Communication:**

**Email.**  When using email to contact me, always be certain to put your name (the full name under which you registered for this course under) in all your email messages, for example:  in the message body or bottom of the text field of your email message as if you were signing the email.

**Weekly Announcements.**  Each Monday, I will be posting the Weekly Message and Chapter Notes on the CIS 211 OL2 Main Page.  All assigned work and due dates will be added on the Coursework Page.

**Professionalism.**  Students are expected to maintain professionalism with all aspects of this class, including email/verbal communications with the instructor. Emails should follow appropriate etiquette (formal address, correct grammar, signature at the end, avoid text message language). Students should pay particular attention to the "tone" of their email, especially if/when the content of an email is regarding an issue or concern with the class. Emails that are not written with proper, professional etiquette will receive a response from the instructor asking the student to rewrite the email. After that, emails that do not meet this requirement will not be responded to.

**Tests:**

There are two scheduled time-limited tests comprised of multiple-choice questions.  They are to be taken within the specified week.

**Assignments, Labs, Projects:**

**Assignments.** There are approximately 3-5 graded assignments per chapter. These assignments range from very simple to somewhat difficult. Correctly completed work will receive full credit (10 points). Work that is incomplete or shows a lack of effort will receive a reduction in points. No credit will be received for assignments not received by the due date or improperly zipped/attached.

**Projects.** There are two-three labs or projects each designed to challenge your knowledge on the material covered to that point. All projects are considered to be an individual effort. You are NOT allowed to work together, work in groups, or receive any outside help. Project grades are posted on Jenzabar Gradebook Page no later than one week after submission.

**Submitting Assignments:**

**Turning in Your Work.** All assigned work is to be zipped and then upload to the Coursework Page.

**Zipping Your Files.** To zip your work, zip the main folder containing the files pertaining to that assignment. This folder includes all the files required to open and run the assigned work. As a suggestion, test the zipped file to see if it opens correctly before uploading the file.

Always be certain to wait at least 48 hours for me to provide feedback or grading of assignments before sending me any additional email about those assignments. **Do not** send me an assignment and then less than 48 hours send another email asking if I received or have graded the assignment.

All assigned work is due by 11:55 p.m. on the due date. **I will not accept late work.** Work not received by the due date, improperly zipped, or uploaded will receive a zero.

**Monitoring the Web Page.** Monitor the Jenzabar's Gradebook Page periodically; any work you feel should have received credit needs to be brought to my attention immediately—not on the day of the exam or on the last day of class. I will not credit anything that is one week past the modified Gradebook Page date or has a file date after the assignment's due date.

Your idea of completed work may not be the same as mine; if you have any questions about the work, please contact me.

**Makeup Policy:**

There is **no** makeup policy for assignments, quizzes, projects, or tests in this class.

**Plagiarism and Cheating:**

*Plagiarism* and *Cheating* (as per the College Catalog) is prohibited. Plagiarism is defined as taking or using the thoughts, writings, or inventions of another as one's own. Cheating is defined as any intent to deceive the instructor in his or her effort to grade fairly. Anything that can possibly affect the fairness of grading is cheating. Do not purchase, borrow, or revise another student's work. The following penalties are applied, as per the College Catalog.

| Schedule of Academic Dishonesty Penalties | |
| --- | --- |
| A. First offense | A. Instructor gives no credit for assignment |
| B. Second offense | B. Provost/VPAA withdraws student with grade of F |
| C. Third offense | C. Provost/VPAA suspends student from the College for one semester |
| D. Fourth offense | D. Provost/VPAA permanently expels student from the College |

**Attendance:**

Per the College Catalog, "*ASPIRE classes are accelerated and are offered in 8-week and 5-week sessions. Because of this, students are required to attend every class session. Missing any class will have a negative impact on the student's learning and course performance. In the event of an absence, the student is required to notify the instructor ahead of time and follow the instructor's course of action for dealing with the missed class time. This may include the completion of additional assignments or a reduction in the final grade due to the missed class. An instructor or campus director may administratively withdraw a student who misses the first two weeks of class. If a student misses more than twenty percent of a course after the first two weeks the student may receive an "F" in the course. Ultimately, it is the instructor's decision to determine how to handle absences.*

*The College reserves the right to administratively withdraw any student not attending the first two class meetings. Any student administratively withdrawn for this reason will be responsible for payment of the full tuition for that course.*"

**Disability Support Services.**

North Carolina Wesleyan College seeks to fully comply with the American Disability Act (ADA). Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Office of Counseling & Disability Services (CDS) at 252-985-5276 as soon as possible to coordinate and implement accommodations in a timely fashion. Students requesting accommodations based on a covered disability should go to the CDS Office to verify the disability before any accommodations can occur. This is the student's responsibility.

**Academic Support:**

The Student Success Center provides both peer and professional tutorial services to assist students with improving their academic performance. The Center also provides tutorial services through the Academic Labs on campus: Accounting & Business lab and Math lab. Supplemental Instruction (SI) is an academic support program that offers assistance in targeted classes by providing a trained peer SI leader to assist with the subject material. Three times each week, SI leaders conduct regularly scheduled sessions where students can go to ask questions about course content and learn how to study for the course. For further information, please contact the Coordinator of Student Success Center, Samantha Godsey, at sgodsey@ncwc.edu or 252-985-5275.

**Technical Support Services:**

We have 24-hour technical support for IT questions. During normal weekday working hours the Help Desk number, 252-984-5000, is routed to our IS staff for assistance. From 5pm-8am (Monday-Thursday) and 5pm Friday until 8am Monday, our Help Desk number is routed to our contracted technical support center where you can speak to a help desk agent. These agents can assist you with my.ncwc.edu, email, and basic computer troubleshooting issues.

# CIS 211 Class Outline

| Date | Topic |
|------|-------|
| Week 1 | Zipping files, copying student files<br>Chapter 1<br><br>**Introduction discussion due date 7-4** |
| Week 2 | Chapter 2 |
| Week 3 | Chapter 3 |
| Week 4 | Chapter 4<br>**Mid-Term (Chapters 1-3)** |
| Week 5 | Chapter 5<br>Lab #1 due |
| Week 6 | Chapter 6 |
| Week 7 | Chapter 7<br>Lab #2 due |
| Week 8 | **Final Exam (Chapters 1-7)**<br>**Exam due by Thursday by 11:55 pm** |

The following class outline is a tentative schedule.  It may be necessary to deviate from this schedule during the semester.