



SYLLABUS

Course: CIS 5302 – Procedural Lang Prog. & Design
Meeting times: TR 6:00 pm to 7:15 pm
Instructor: Marco A. Villarreal
Telephone: 254-519-5475 (Office), 210-446-7171 (Cell)
Office location: FH 323H
Office Hours:
 Tuesday & Thursday 2:00 - 4:00 p.m.
 Also by appointment
Department: College of Business/CIS Department, FH 3.323
Department Phone: 254-519-5437
Department Email: cobainfo@tamuct.edu
Department Fax: 254-501-5825

Term: Spring 2018
Meeting location: FH 207
Email: Use Canvas First
drmvillarreal@tamuct.edu

Class Website: Canvas: <https://tamuct.instructure.com> For questions and technical support on using Canvas, please contact the Canvas help desk at: (254)519-5466 or (979)845-8300.

Student-instructor interaction:

My preference is to have contact with students via Canvas first, then e-mail. Urgent or complicated issues, feel free to call me or come by my office. (Try to avoid texting, if possible)

911 Cellular:

Emergency Warning System for Texas A&M University – Central Texas
911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at 911Cellular [<https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management>] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION

1.0 Course Overview and Description:

A study of the design and programming of business systems. Students will become familiar with the primary program design tools such as hierarchy charts, flowcharts, and pseudocode. A standard modular design becomes the crux of the programming experience. Topics include comparison, data validation, control structures, control breaks, decision-making, looping, arrays, methods and so forth.**2.0**

Course Objective:

The objectives of this course offering are to provide an introduction to computer programming. It is designed for students who have no prior programming background. The student will not only learn how to use the various controls, constructs, and features of Visual Basic, but also learn why and when to use them.

2.1 Student Learning Outcomes:

At the conclusion of the course the student will be able to:

- Demonstrate an understanding of pseudo code by designing applications requiring the use of variables, conditional statements, loops, arrays, and files.
- Demonstrate an understanding of flowcharting by designing applications requiring the use of variables, conditional, statements, loops, arrays, and files.
- Demonstrate an understanding of structured programming techniques by designing an application using this technique.
- Demonstrate an understanding of object oriented techniques by designing an application using this technique.
- Demonstrate an understand of programming by implementing applications requiring the use of variables, conditional, statements, loops, arrays, and files.
- Demonstrate an understanding of user interface design by implementing applications in Visual Basic with GUI interfaces.
- Students will develop basic skills using CASE tools by implementing their flow charts in MS Visio.
- Students will develop basic skills using CASE tools by implementing MS Visual Basic assignments using MS Visual Studio.

3.0 Required Reading and Textbook(s):

Authors: Gaddis, Tony and Kip Irvine

Book: Starting Out With Programming Logic & Design, 4th Edition

Editor: Pearson

ISBN: 978-0-13-398507-8

Authors: Deitel

Book: Visual Basic 2012 How to Program, 6th Edition

Editor: Pearson

ISBN: 978-0-13-340695-5

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an

independent retailer, including an online retailer.

Supplemental Material: The course textbook will be supplemented with other materials including handouts, oral presentations, industry articles, research paper readings, case studies, Power Point presentations etc.

Required Reading: The student is expected to read and review all material presented in the assigned chapter prior to class.

Visual Studio 2015 is available to students at no cost through Microsoft Imagine (formerly: Dreamspark) or through Visual Studio 2015 community. To setup a Microsoft Imagine account, visit the computer lab in Warrior Hall.

COURSE REQUIREMENTS

4.0 Course Requirements:

4.1 Reading Assignments:

All assigned chapters will be used as basis for class and/or blackboard discussions. Students are expected to study the assigned readings before each class session.

4.2 Attendance/Participation Policy:

Class attendance is required. The policy as officially stated by the University will be enforced. Students are expected to make arrangements with the instructor before missing a series of classes due to job requirements. Students are responsible for any material missed during an absence. In all cases, the responsibility remains with the students to meet/obtain all course requirements/changes. Regular course progress is expected. It is each student's responsibility to review the blackboard and syllabus for the latest information. NOTE: Attendance will be taken each class session. Attendance will count as 10% (100 Points) of your total grade.

4.3 Quizzes:

There will be 13 online quizzes. The lowest quiz grade will be dropped. Each quiz will be worth 15 points; 12 quizzes total a worth of 18% of your grade. They will be timed and once started, must be completed at that time. The quizzes have expiration date/time. Students will be asked a series of questions covering the material presented in lectures, presentations and reading assignments. The quiz covers only the material covered in the same week it is assigned. You can take the quiz online at using Canvas. Makeup quizzes will be given only when extenuating circumstances are present. In particular, foreseeable conflicts with due dates (e.g., interviews, participation in sport activities, religious observances ...) must be brought to Prof. Villarreal's attention before the due date. You can have makeup quiz ONLY when arrangements have been made PRIOR to the expiry date/time of quiz.

4.4 Assignments/Homework:

There will be 8 assignments. Each assignment will be worth 40 points; 8 homework total a worth of 32% of your grade. All assignments are submitted through the Canvas CIS 5302 course. All submissions require a zipped copy of your complete programming solution that allows me to unzip, open and run your solution in Visual Studio 2015 environment. Please include your full name and assignment identification in the zipped folder file name (ex: Villarreal_CH1_Assign01.zip). You should also note that archives such as .rar, .gz, .tar, .7z, (among others) are not zip archives. Assignment submissions failing to provide the specified naming, identification, and format will not be accepted for grading and sent back. All assignments are due on the specified due date and time. Late submissions will be penalized 10% of grade per day late.

4.5 Exams:

There will be two exams, one midterm and one final exam. Each is worth 200 points. Missed examinations will receive a grade of zero without proper notification. Only students who present a compelling and documented explanation to the department head may arrange for a make-up examination. If accepted, late submissions will be penalized 10% of grade per day late.

5.0 Grading Criteria:

Required Activity	Quantity	Points	Total
Quizzes	12	15	180
Assignments	8	40	320
Mid-Term	1	200	200
Final	1	200	200
Participation	N/A	100	100
Total			1,000

Point Range	Letter Grade
1,000-900	A
899-800	B
799-700	C
699-600	D
599-0	F

COURSE OUTLINE AND CALENDAR

6.0 Complete Course Calendar:

Important Dates

- January 15 Martin L. King Jr. Day
- January 16 First day of spring semester classes
- January 16 Add/Drop/Late Registration Begins
- January 18 Add/Drop/Late Registration Ends
- January 31 Last day to drop courses with no record (16-week classes)

March 2 Deadline to submit graduation application for participation in the commencement ceremony
 March 12-16 March 12-16 Break
 March 30 Last day to drop a 16-week course with a “Q” or withdraw with a “W”
 April 2 Warrior Week
 May 2 Last day to file for Degree Conferral (Registrar’s Office)
 May 4 Restricted Student Activities period
 May 11 Last day to withdraw from the university
 May 11 Term Ends

Week	Date	Book	Reading	Assignment and Quizzes
1	Jan 16	Starting Out with Programming Logic & Design	Ch 1 & 2	Quiz 1
2	Jan 23		Ch 3 & 4	Quiz 2
3	Jan 30		Ch 5 & 6	Quiz 3, Assignment 1
4	Feb 6		Ch 7 & 8	Quiz 4, Assignment 2
5	Feb 13		Ch 9 & 10	Quiz 5, Assignment 3
6	Feb 20		Ch 11 & 12	Quiz 6, Assignment 4
7	Feb 27		Ch 13 & 14	Quiz 7
8	Mar 6	Midterm		
9	Mar 13	Spring Break		
10	Mar 20	Visual Basic 2012 How to Program	Ch 1 & 2	Quiz 8
11	Mar 27		Ch 3	Quiz 9
12	Apr 3		Ch 4-5	Quiz 10, Assignment 5
13	Apr 10		Ch 6	Quiz 11, Assignment 6
14	Apr 17		Ch 7	Quiz 12, Assignment 7
15	Apr 24		Ch 8	Quiz 13, Assignment 8
16	May 1	Final		

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

7.0 Drop Policy

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the University Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

8.0 Academic Integrity

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

9.0 Academic Accommodations

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) webpage [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related

to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](#), please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

10.0 Tutoring

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Larry Davis at lmDavis@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

11.0 The University Writing Center

Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday with satellite hours in the University Library on Mondays from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](#) [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

12.0 Library Services

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/) [https://tamuct.libguides.com/].

13.0 Any Instructor Policies Related to Absence, Grading, ETC

1. Instructor reserves the right to modify the syllabus during the course of the semester for the benefit of the students.
2. Instructor reserves the right to supplement the material presented in the text with additional material that may benefit the students by either providing additional information or a different point of view.
3. Instructor expects that the students will act in a curious and professional manner in all interactions with other students and the instructor.
4. Instructor reserves the right to modify grading rubrics. Changes to grading rubrics are only made to current and possibly future assignments.
5. Instructor will not accept assignments after the last day of classes.