COURSE SYLLABUS

Course #: CMIS 221
Instructor: Kurt Jordan
Office Room #: 514 (Whiting campus)
Phone #: 473 4290
E-mail: kjordan@ccsj.edu

Office Hours (Available): by appointment

Instructor Background: M.S. Computer Information Systems, Nova Southeastern University

Course Time/Classroom # (or TBD): Monday 6:00 pm – 10:00 pm

Course Description: Visual C++ .NET will be used to explore the fundamentals of programming applications. Topics include built-in data types, logic and looping structures, application coding, testing and debugging techniques, documentation and deliverables. Students learn how to design, write, test and debug software applications.

Learning Outcomes/ Competencies:
After completing this course, students will:
  1. List and explain the steps in the program development cycle
  2. Use the fundamental programming constructs to write computer programs
  3. Design, develop and implement beginning programs using the visual basic language
  4. Evaluate automation needs and apply appropriate program-based solutions
  5. Create a test plan and administer that test on the corresponding program-based application
  6. Use accepted proper programming style techniques
  7. Apply the principles and languages taught in class to a real-life program development project
  8. Demonstrate the ability to effectively interact with individuals possessing different opinions and abilities for the purpose of reaching a desired goal within an assigned time limit.

Textbooks: C# programming from problem analysis to program design, Doyle, Cengage Learning, ISBN 978-1-285-09626-1

Learning Strategies: Students will practice designing and implementing programs using the visual basic programming language.

Experiential Learning: Students will design and implement business oriented computer programs.

Assessment:
Exams, Quizzes, homework 40% of grade
Class participation/collaboration/assignments 60% of grade
Class Policy for Assignments:
You should come to class having done the reading and prepared to do the lab assignments. Lab assignments are due the end of class on the due date. Submit all lab work to the appropriate assignment in Blackboard. Do NOT use electronic mail to turn in your work. Late work will be marked 50% off. Incomplete work will NOT be accepted. Incomplete work includes, but is not limited to, labs that generate incorrect output, or output that does not meet specifications. It is your responsibility to make sure your work meets the specifications. All work must contain the following information:

Name: Your Name
Due Date: Date
Assignment: Lab number or name
Description: Brief description of purpose of lab

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>100-92</td>
</tr>
<tr>
<td>A-</td>
<td>91-90</td>
</tr>
<tr>
<td>B+</td>
<td>89-88</td>
</tr>
<tr>
<td>B</td>
<td>87-82</td>
</tr>
<tr>
<td>B-</td>
<td>81-80</td>
</tr>
<tr>
<td>C+</td>
<td>79-78</td>
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<tr>
<td>C</td>
<td>77-72</td>
</tr>
<tr>
<td>C-</td>
<td>71-70</td>
</tr>
<tr>
<td>D+</td>
<td>69-68</td>
</tr>
<tr>
<td>D</td>
<td>67-62</td>
</tr>
<tr>
<td>D-</td>
<td>61-60</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
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</tbody>
</table>

Class Policy on Attendance:
It is a serious matter when a student misses even one session due to the accelerated format of the program. In the event of missing class time, it is your responsibility to notify the instructor. If you miss more than four hours in one course, you will be subjected to a grade of F or FW per policy stated under the Withdrawal from Classes section on this syllabus.

Course Outline:

<table>
<thead>
<tr>
<th>Class Dates:</th>
<th>Topics/Assignments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Introduction to course, Tutorial 1</td>
</tr>
<tr>
<td>Week 2</td>
<td>Tutorial 2</td>
</tr>
<tr>
<td>Week 3</td>
<td>Tutorial 3</td>
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<tr>
<td>Week 4</td>
<td>Tutorial 4</td>
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<tr>
<td>Week 5</td>
<td>Tutorial 5</td>
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</table>

Student Success Center:
The Student Success Center supports Calumet College of St. Joseph students through an interactive learning experience. Students work with tutors to develop course competencies and study skills such as
time management, test preparation, and note taking. In addition, students are provided with tutoring support to help pass courses, to improve grade point average, and to promote continuing education and career advancement. Tutors have a specific charge: to help students learn how to master specific subject matter and to develop effective learning skills. The Student Success Center is open to all students at Calumet College of St. Joseph at no charge and is available to support academic courses at the introductory and advanced levels. For assistance, please contact the Student Success Center at 219 473-4287 or stop by room 413.

The Supplemental Instruction (SI) Program is an academic support program designed to increase student performance and retention. The SI Program provides peer-assisted study sessions to aid students in academic courses that often prove challenging. Weekly study sessions are led by a supplemental instructor, a “peer facilitator” who helps students master course content and practice effective study skills. In SI sessions, students are provided with an opportunity to review lecture notes, clarify difficult concepts, discuss ideas, and study for tests in group settings. SI sessions are for students who need or want supplemental instruction in courses in which SI support is provided. Students may attend as many sessions as they deem helpful. For more information regarding the SI Program, contact the Academic Support Programs Office at 219 473-4352.

Statement of Plagiarism:
Any form of cheating, including copying computer lab assignments, will be cause for those students - both copier and supplier - to receive a grade of F for the assignments, and/or for the semester grade and/or bring the matter up for judicial review, at the discretion of the instructor. It is your responsibility to protect your work from being copied by others.

Plagiarism is defined as the act of appropriating (copying) the literary composition of another author, or excerpts, ideas, or passages from that composition, and passing the material off as one's own creation. This definition is expanded to include paraphrasing of another author’s materials. If a student has plagiarized or been involved in another form of academic dishonesty, the instructor may give an F for the assignment or for the entire course and/or may elect to bring the matter up for judicial review, at the instructor's discretion. The maximum penalty for any form of academic dishonesty is dismissal from the College. The procedures for judicial review are listed under the section of CCSJ handbook that addresses student grievances. PLEASE NOTE: All papers can and may be submitted for checks on plagiarism from the Internet/Electronic sources/Databases.

Withdrawal from Classes Policy:
After the last day established for class changes has passed (see College calendar), students may withdraw from a course in which they are registered and wish to discontinue. A written request detailing the reason(s) for the withdrawal must be completed with the Office of Academic Advising and filed with the Registrar. The Office of Academic Advising must receive written request for withdrawal by the last day of classes prior to the final examination dates specified in the catalogue. Written requests should be submitted in person or, when an in-person visit is not possible, may be mailed to the Office of Academic Advising, emailed, or faxed to 219-473-4336. Students are to make note of the refund schedule when withdrawing from courses. If the request requires instructor approval per the College calendar, it must be forwarded to the faculty member, who makes the final determination to accept or deny the request.

If the request is honored by the faculty member, the student will receive notification of official withdrawal from the Registrar after meeting or speaking with a member from Academic Advising, Financial Aid and Athletics (if applicable). These departments will notify the student of academic, financial, and athletic eligibility effects of a possible withdrawal.
If the request is denied by the faculty member, the notification will indicate why the withdrawal is disallowed. Please note that if the request does not require instructor approval, the student must still meet or speak with a member from Academic Advising, Financial Aid and Athletics (if applicable) before the withdrawal will be processed.

An official withdrawal is recorded as a "W" grade on the student's transcript. Discontinuing a course without a written request for withdrawal automatically incurs an "FW" grade for the course (see Refund Schedule). Failure to Withdraw (FW) is indicated when the student does not complete withdrawal paperwork with the Office of Academic Advising nor does the student notify the instructor of their intent to withdraw due to an illness, accident, grievous personal loss, or other circumstances beyond the student’s control. This grade is submitted by the instructor at the end of term.

Disability Services:
Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans Disability Act (ADA) guidelines. Students must meet with the Coordinator of Disability Services to complete an intake form in order to request an accommodation and/or an auxiliary aid (e.g., additional time for tests, note taking assistance, special testing arrangements, etc.). It is the student’s responsibility to contact the Academic Support Programs Office to request an accommodation at least one month prior to enrollment for each academic term. Students who are requesting an accommodation and/or an auxiliary aid must submit documentation from a professional health care provider to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990. The cost of obtaining the professional verification is the responsibility of the student.

If a student believes that he or she needs a “reasonable accommodation” of some kind because of a physical, psychological, or mental condition, he or she should contact Disabilities Services. The Coordinator will secure documentation pertinent to the disability and work with faculty and staff, if necessary, to address the matter. All questions and inquiries pertaining to disability services should be directed to the Disability Services Coordinator at 219-473-4349.
CCSJ Alert:
Calumet College of St. Joseph utilizes an emergency communications system that transmits messages via text, email, and voice platforms. In the event of an emergency, of weather related closings, or of other incidents, those students who are registered for the system shall receive incident specific message(s) notifying them of the situation. Please sign-up for this important service at any time on the College’s website. Alternatively, you can register at the time you register for classes. This service requires each user to register once per academic year. Therefore, at the beginning of each academic year, please remember to re-register for the system. This can be done at: http://www.ccsj.edu/alerts/index.html.

School Closing Information:

CCSJ Alerts: An emergency communications system that transmits messages via text, email, and voice platforms. Please sign-up for this important service at any time on the College’s website. This can be done at: http://www.ccsj.edu/alerts/index.html.

Internet: http://www.ccsj.edu

http://www.EmergencyClosings.com
Facility: Calumet College of St. Joseph
Phone: 219.473.4770

Radio:

- WAKE – 1500 AM
- WGN – 720 AM
- WIJE – 105.5 FM
- WLS – 890 AM
- WZVN – 107.1 FM
- WBBM NEWS RADIO 78

TV Channels:

2, 5, 7, 9, 32