McLennan

COMMUNITY

COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTRODUCTION TO VISUAL BASIC PROGRAMMING

ITSE 1331-01

David Trower

The online Syllabus posted on D2L\Brightspace is the most current class policy instructor will follow. Amendments and corrections are occasionally posted and students will be informed of such. Any printed copy student has may not be the most current.

Course Description:

Introduces computer programming using Visual BASIC. Emphasizes the fundamentals of structured design, development, testing, implementation and documentation. Includes language syntax, data and file structures, input/output devices, and files. Uses structured programming techniques; develops correct executable programs; creates appropriate documentation; and creates applicable graphical user interfaces. Prerequisite: COSC 1336. Semester Hours 3 (2 lec/2 lab)

Prerequisites and/or Corequisites:

Prerequisite: COSC 1336

Instructor Information:

Instructor Name: David Trower
MCC E-mail: dtrower@mclennan.edu
Office Phone Number: 254-304-5212
Office Location: BT118
Office/Teacher Conference Hours: Mondays and Wednesdays 8:30-9:30 AM and 12:30-1:00 PM;
or by Appointment
Other Instruction Information: The best way for you to get a hold of me is by email. I check my email all the time, except when I am in class, in meetings, or asleep.

Online Office Hours: During my regularly scheduled office hours, I will also be available online using Zoom. If you are off-campus and need to speak with me during my office hours, you can join the meeting in Zoom using the following link: https://mclennan.zoom.us/my/dtrower. The link will require you to download the required computer software to join the video conference call. Please note, that unless you let me know that you need to meet with me privately, anyone can join this call during my office hours. A document is on D2L\Brightspace on how to use Zoom.

Lab Hours: The lab located in BT114 is available to all students in the class needing tutoring help. The lab hours are Monday through Thursday 10:00 am to 8:00 pm and Saturday 9:00 am to 1:00 pm. I encourage you if you need help, and I'm not on campus, those working in the lab will be more than willing to help.

Required Text & Materials:
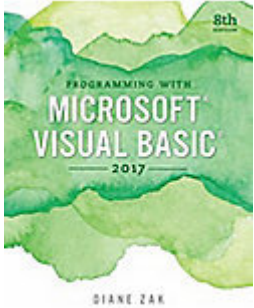
Title: *Programming with Microsoft® Visual Basic® 2017*
Author: Diane Zak
Edition: 8th Edition
Publisher: Cengage Learning
ISBN: 978-133-710212-4

[MCC Bookstore Website](#)

You are required to have a copy of this textbook. We will be doing in-class activities from the textbook as well as most of your daily homework will be assigned from the book.

You also need a USB flash drive with a capacity of at least 4 GB.

Student Support/Resources:
MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

* **Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace**
(**www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements**)
Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Required Hardware and Software

Hardware:
For this course, students will be expected to have a working computer and Internet connection (at least 56k, but a high-speed connection is recommended) 24/7 or have access to a computer while enrolled. If you do not have a computer, you will need to access the CIS Computer Lab in (BT-114) or plan to come to campus to complete assignments in the library or other areas. Not having working technology or access to it is NOT an excuse for not completing assignments.

D2L|Brightspace will be used to help supplement this class. Most of your assignments will be uploaded on D2L|Brightspace and I will be making all of my lecture PowerPoints and sample HTML and CSS code that I work in class available through D2L|Brightspace. Also, all course videos will be available through D2L|Brightspace.

Software:
Some of your assignments will require the use of a word processing software (Microsoft Office is recommended). As a MCC student you are able to get Office365 for free when you register with your @students.mclennan.edu email address.
- [Click here](#) to sign up and download

- [Click here](#) for instructional video

For this class you need Microsoft Visual Studio Community 2017. We will discuss this further in class.

Methods of Teaching and Learning:

This class will utilize a variety of methods to present the material and facilitate learning including: lectures, discussion groups, group projects, lab exercises, projects, student performances/presentations, written reports, and exams.

Course Objectives and/or Competencies:

A. Course Objectives: This course introduces the student to the design and coding of practical business programs using the Visual BASIC language. It teaches programming concepts using task-driven rather than a command-driven approach. Visual BASIC is a viable and powerful Window's programming language. The student will design programs using object oriented, event driven (OO/EE) programming techniques. The course requires the student to plan and create his/her own interactive Window's applications. Each successive assignment will include more complex logic and more complex Visual BASIC commands. Time may be given during class for completion of programming assignments, but the student will probably need to do additional work outside of class in the open lab.

B. Course Competencies: Upon successful completion of ITSE 1331 Introduction to VISUAL BASIC, the student will be able to use the microcomputer to create programs in a Windows 8/10 environment.

 Specific Competencies: Student should be able to:
 1. Identify and describe the basic components of the Visual Basic environment
 2. Describe the basic Visual Basic functions, and perform those functions.
 3. Functions include: accessing the software, entering data, formatting data, saving the program, running the program, and printing the program.
 4. Work responsibly on teams, teach others, negotiates, and work with people from culturally diverse backgrounds.
 5. Develop logical solutions to problems, evaluate data, write computer programs to organize and process data into information, interpret and evaluate computer output, and communicate conclusions

C. Evaluation:
 1. Written objective and/or subjective exams
 2. Practical laboratory exams.
 3. One major project on planning, designing, and coding a working Windows application.
 4. Class discussion and participation including teamwork.
 5. Homework and class assignments
 6. Attitude and work habits

Course Outline or Schedule:

Instructor reserves the right to modify the schedule at any time. Any changes will be announced in class and will be posted on D2L|Brightspace.

Date	Class Content	Major Assignments Due
8/27	Syllabus, Class Overview, Programming Fundamentals Review	
8/29	Programming Fundamentals Review	
9/3	Labor Day Holiday	
9/5	Chapter 1 Lesson A and B	
9/10	Chapter 1 Lesson C and Chapter 2 Lesson A	
9/12	Chapter 2 Lesson B and C, Assign Group Project	
9/17	Chapter 3 Lesson A and B	
9/19	Chapter 3 Lesson C and Chapter 4 Lesson A	
9/24	Chapter 4 Lesson B and C, Appendix A	
9/26	Exam 1	
10/1	Chapter 5 Lesson A and B, Appendix F Part 1	Programming Requirements Analysis
10/3	Chapter 5 Lesson C and Chapter 6 Lesson A	
10/8	Chapter 6 Lesson B and C	
10/10	Chapter 7 Lesson A and B	User Interface Design
10/15	Chapter 7 Lesson C and Chapter 8 Lesson A	
10/17	Chapter 8 Lesson B and C	
10/22	Exam 2	
10/24	Lab Day	Event Planning
10/29	Chapter 9 Lesson A and B	
10/31	Chapter 9 Lesson C and Chapter 10 Lesson A	
11/5	Chapter 10 Lesson B and C, Appendix F Part 2	Update 1
11/7	Chapter 11 Lesson A and B	
11/12	Chapter 11 Lesson C and Chapter 12 Lesson A	
11/14	Chapter 12 Lesson B and C	
11/19	Chapter 13 Lesson A, B, and C	
11/21	Thanksgiving Holiday	
11/26	Chapter 14 Lesson A, B, and C	Update 2
11/28	Exam 3	
12/3	Work on Group Projects	
12/5	Group Project Presentations	Group Project Due
12/10	Final Exam	

Course Grading Information:

All daily homework and projects will be posted within the "Content" area of D2L|Brightspace. It is the student's responsibility to keep up with what is due in class. Coming to class and taking notes is vital to your success. I reserve the right to make changes to assignments anytime and will let you know via D2L|Brightspace and email if there are any changes.

Your letter grade is determined by your command of the course material. You will earn your final grade for the course based on your completion of/participation in assignments, discussions, projects, presentations, and exams. Breakdown of grades will be as follows:

Homework, Participation	35%
Semester Group Project	35%
Exams 1-3	15%
Final Exam	15%
	100%

Grading Scale:

90-100	=	A
80-89	=	B
70-79	=	C
60-69	=	D
59 or below	=	F

Your grades will be posed in D2L|Brightspace as soon as assignments are graded. Go to "Assessments" in the D2L|Brightspace navbar and select "Grades" to check them. The D2L|Brightspace grade calculator could be inaccurate. DO NOT rely solely on it to know your total grade or average. Do your own calculations. The professor keeps the official gradebook for the class. In the case of any discrepancies between that gradebook and the D2L|Brightspace gradebook, the grades in the official gradebook will be final.

You bear the responsibility for your grade and performance in this class. I will do my best to teach the material and facilitate your learning. I will highlight important points in class.

A grade is something YOU earn, not something the instructor gives you. Do turn in your work; be accountable. No matter how nice you are, when the chips are down and you want that good grade, it's up to you to have acquired it.

Be sure to check your grades in the Tools area. **Any discrepancies need to be reported NO LATER THAN 1 WEEK after the assignment grade is posted.**

I don't give extra credit work. I also feel that if I allow one student to complete an extra credit or late assignment, then I have to give EVERY student that same opportunity. You ALL start with an A and if that grade falters, it is because you have lacked in completing an assignment properly.

I DO take under consideration if you have never been late for assignments or if you have a good work record and ethic in class, gone the extra mile etc. in order to perhaps round your grade (though if you've done all that you shouldn't be borderline!).

If you have made no extra efforts this semester, if you are frequently late, if your work is average or below par, if you never participate and remain quiet all the time, or if you don't learn from mistakes I corrected on papers, and you end up with a grade like 69.97, I will not round your grade up whatsoever. Please keep your A from the get go and be a proud student.

In this class, there is an absolute zero tolerance policy on cheating in any form, including plagiarism. Ethics are an integral part of all personal, social and professional undertakings. Competency in thinking ethically and accepting responsibility for one's actions is essential to personal and professional development. Students should be committed to their intellectual, ethical, professional and social development throughout life.

If it is determined by the instructor that the student has misrepresented his/her work in any way, the student will face severe consequences. This includes cheating, plagiarism, failing to follow instructions, representing someone else's work to be your own or having your work represented as someone else's, using notes or text inappropriately, submitting work not completed individually by the student, and any other form of a dishonest representation of a student's work or performance. If you study with someone or share books and ideas, be sure to turn in individual work. While collaboration is encouraged in this class **all assignments must be completed personally and individually by the student. Do not do any part of someone else's assignment nor allow them to use your work.**

If instructor suspects you of any misconduct, it is up to the student to be able to prove the instructor is incorrect. Be sure to keep all your written sources, e-mail correspondences, and other class materials until your final grade has been posted and grade issues have been resolved.

For the first offense if cheating has taken place, you risk at a minimum receiving a 0 for the assignment. If the offense is deemed severe enough, or it is your second offense, the punishment for cheating is failure of the course. Furthermore, you could also face expulsion from MCC. The course instructor and other MCC personnel will decide consequences of your inappropriate misconduct beyond failure of course.

Late Work, Attendance, and Make Up Work Policies:

Attendance to class is important for your success in the course. Thus, a component of the participation grade is your attendance in class. If you fail to attend, you can't participate.

All assignments are due at the beginning of class. If it isn't handed in when I call for it, it's late. I will accept an assignment up until the class period after it is due for a 50% deduction in your grade on the assignment. After that, the assignment will be recorded as a zero. In the real world, you will have deadlines and missed deadlines have serious consequences.

It is common courtesy to inform instructor ahead of time with any issues that may hinder your completing an assignment. It does not excuse you from doing the assignment but it may save you the possible inconvenience of being dropped.

Students will NOT be permitted to make up class work and assignments unless **PRIOR** arrangements have been made. That means **BEFORE** due date. I understand that emergencies happen and will evaluate each special circumstance individually. Absences due to (1) authorized participation in official College functions, (2) personal illness, or (3) an illness or a death in the immediate family will be permitted to make up class work and assignments missed with valid documentation. It is the instructor's prerogative whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion. Moreover, it is the student's responsibility to keep up with missed material. Please note: IF I allow the assignment to be turned in late for a reason other than one of the above mentioned circumstances, then there will be minimum of 20% taken off the grade unless other arrangements were discussed in advance of the absence. If you know you are going to be absent, get with me in advance don't wait until after you are absent to speak with me.

<u>Student Behavioral Expectations or Conduct Policy:</u>

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. You are encouraged and expected to ask questions and enter into discussions on relevant issues as part of the class. Assignment should be completed prior to class, as prepared students get more from a class.

I'm so glad you are here and I want you to be successful! Here are a few tips on that:
- Read, understand and abide by the Syllabus
- Check MCC student email daily
- Have your materials (books, pen, paper)
- Be ready to start class at assigned time
- Study appropriately. Try to work ahead but at least be sure to always keep up with your reading and turn in assignments by the dates due.
- Don't wait until last minute to do your work
- Devote the right amount of time to this class to be successful
- Be conscientious, responsible and accountable
- After sending an email be sure to check your inbox to insure message and attachment went through
- Have a positive outlook even when things get tough :)
- Stay in close contact with your instructor (see his information under the Instructor Info button in D2L|Brightspace). Talk to him! He is human-LOL
- Pace yourself. I would create a calendar of tasks due. You can create this in your MCC student e-mail account. Login to your e-mail (for direction reminder click here then scroll down to see email directions).
- Contact instructor with any issues
- Be professional, courteous and respectful with yourself, your peers and your instructor
- Make a good impression

Class Issues: According to policy, a student having problems directly related to a class should first talk with the instructor. If the problem is not resolved, the student may talk to the Program Director, then the Division Director, then to the appropriate Dean, then to the Vice President, Instruction.

Student Responsibilities
- Read, understand and abide by the Syllabus
- Check MCC student email daily
- Study appropriately
- Devote the right amount of time to this class to be successful and do assignments on time
- Be conscientious, responsible and accountable to yourself, your peers and your instructor
- After sending an email be sure to check your inbox to insure message and attachment went through
- Contact instructor with any issues
- Be professional, courteous and respectful with yourself, your peers and your instructor
- As college students, your responsibility to your education is even greater. I hold you to a higher accountability because no one forced you to come to college to improve yourself; it was your adult choice.

TIPS:

Check your sent items folder after sending assignments to make sure all is alright, including opening attached files

Submit projects early to catch any pending issues

* **Click Here for the MCC Academic Integrity Statement**
(**www.mclennan.edu/academic-integrity**)
The link above will provide you with information about academic integrity, dishonesty, and cheating.

* **Click Here for the MCC Attendance/Absences Policy**
(**www.mclennan.edu/highlander-guide-2016-17/policies**)
Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

Tardies: Keep tardies to a minimum (2 tardies = 1 absence). Let me know AFTER class that you came in as I take roll at very beginning of class.

In this class, if you reach the 25 percent absences (for this class that means missing 7 of the 29 scheduled days) after the 60% date for the term, you will receive an F for the course.

Absence and Make-ups: All assignments are posted on D2L|Brightspace; therefore if you are going to miss class, you must have the assignment turned in according to the instructions given before the class time you are missing. If you turn in an assignment late (no later than the next class period), there is a 50% deduction in your grade for the assignment. If the assignment is turned in incorrectly, there is a 15-point penalty.

Absences from the final and for the mandatory project presentation cannot be made up. See project instructions for penalty for missing that presentation. Missing the final will result in a zero.

Disabilities/ADA Statement
Any student who may require special arrangements in order to meet course requirements because of a disability should contact Disability Services as soon as possible to make necessary arrangements. Once that process is completed, appropriate verification from Disability Services will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification from Disability Services has been provided. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

> Jana Zuehlke Bennette, Success Coach, Accommodations
> disabilities@mclennan.edu
> 254-299-8122
> Room 249D, Completion Center, in the Student Services Center

* Click Here for more information about Title IX
(**www.mclennan.edu/titleix**)
We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (http://www.mclennan.edu/titleix/) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.