COURSE SYLLABUS

Semester: Spring 2013

Course Prefix / Number: CGS3464

Course Title: Programming Using Visual Basic for Non-majors

Course Credit Hours: 3.0

Course Meeting Times/Places:

Section 0330 (Distance Learning): Prerecording will be posted to eLearning

Section 0331 (Hybrid Blend): Wednesday, 6:00 PM to 8:45 PM CST/Building 4 Room 349

*Hybrid Blend is where all material and assignments are online via elearning and class is optional.

Instructor Name and Contact Information:

Mr. Dustin Mink
Email: dmink@uwf.edu

Office Hours: Mondays 6-9PM CST via Elluminate

Course Web Site: http://elearning.uwf.edu/ (login and select Visual Programming)

Prerequisites or Co-Requisites: None

COURSE DESCRIPTION: An introductory course in programming for non-majors. Incorporates the basic concepts of programming, programming logic, and problem solving, as well as the design features of a visual, event driven language. Students will use a visual interface to program useful applications. Assumes no prior computer knowledge. May not be taken for credit by CS/CIS majors.

About this Course: This course is delivered online or as a blended course. You must have consistent access to the Internet. Learning at a distance may be a very different environment for many of you. You will generally set your own schedules, participate in class activities at your convenience, and work at your own pace. You may require some additional time online during the first few weeks while you become acclimated to the online format and you may even feel overwhelmed at times. It will get better. You should be prepared to spend approximately 6 - 8 hours per week online completing lessons, activities, and participating in class discussions. Finally, you may want to incorporate these tips to help you get started:
Set a time each week (schedule) to:
  o Check the course web site to determine your tasks for the week.
  o Check the course web site frequently throughout the week for updates.

Within the first week, become familiar with the site and how to use it.
  o View this eLearning Demo.

Team up with your classmates to discuss class assignments and questions you might have.
  o Check the “Classlist” link “?” for fellow student biography information and email addresses.

Ask questions when you need answers.
  o If you have problems, contact your instructor early.

TOPICS:

- Chapter One: Computers, the Internet, and Visual Basic
- Chapter Two: Visual Studio Express IDE
- Chapter Three: Visual Application Development
- Chapter Four: Textboxes and Buttons
- Chapter Five: Introducing Programming
- Chapter Six: Variables, memory concepts, and arithmetic
- Chapter Seven: Algorithms, pseudo code, and program control
- Chapter Eight: Checkboxes and Message Dialogs
- Chapters Nine and Ten: Repetition Statements
- Chapter Eleven: Select Case
- Chapter Thirteen: Function and Subroutines Procedures

STUDENT LEARNING OUTCOMES:

- After completing an introduction to Visual Basic, the student will be able to recall terminology and apply concepts through knowledge and skill based assignments.
- After learning problem solving, the student will be able to recall terminology and apply concepts through knowledge and skill based assignments.
- After learning control statements, the student will be able to recall terminology and apply concepts through knowledge and skill based assignments.
- After learning methods, the student will be able to recall terminology and apply concepts through knowledge and skill based assignments.

TEXTS / MATERIALS:

Required texts:


ISBN-10: 0-13-299060-1
GRADING / EVALUATION:

This course is organized around week long instructional units that begin on Monday mornings (1200am CST) and end on Sunday evenings (1159pm CST). These instructional units may be accessed by clicking on the content link near the top of the course home page. There will be quizzes and a programming exercise due each week. There will be a final exam. Missed assignments will only have the possibility of being made up if I am emailed at least three days in advance of the due date of the deliverable. These policies also apply to approve University functions (travel to participate in athletic competitions, academic and student activities travel, conference attendance, participation in debates or other academic competitions, student government conferences, etc.).

The acceptance of late work and permission to make up a missed exam will only have the possibility of being made up if I am emailed at least three days in advance of the due date of the deliverable. This is the procedure to request extensions of deadlines or arrange alternate exam dates when conflicts arise with official University functions (e.g., travel for athletes, debate teams, etc.) in this section. Exams will be administered on the dates indicated in the schedule of readings and exams. Make-up exams will be permitted only in case of serious illness (that is, one that requires consultation with a physician). Should you miss an exam due to serious illness, you must contact me no later than the first class meeting following the exam. Make-up exams must be taken within one week of the exam date. You must bring documentation for your absence on the regular exam date. Students who receive prior approval to miss an exam for a University approved function will be permitted to make up the exam, but must make arrangements to do so at least three days in advance of the due date of the deliverable. These exams must also be taken within one week of the exam date.

Final scores will be weighted as follows:

<table>
<thead>
<tr>
<th>Weight</th>
<th>Component</th>
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<tbody>
<tr>
<td>50%</td>
<td>Exercises</td>
</tr>
<tr>
<td>20%</td>
<td>Quizzes</td>
</tr>
<tr>
<td>15%</td>
<td>Midterm</td>
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<tr>
<td>15%</td>
<td>Final</td>
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</tbody>
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Quizzes: A once a week deliverable that contains a combination of multiple-choice and true/false for a total of twenty five questions based on material from that week’s chapter. You will have one attempt and a time limit calculated by one minute per question.
Exercises: A once a week deliverable per week of the semester. The exercise number will be posted to eLearning and the assignment description can then be found in your textbook. Please review the exercise grade rubric found on eLearning for detailed grading criteria.

Midterm: A onetime deliverable at approximately the midpoint of the semester. Refer to the class calendar for exact dates found on eLearning. Seventy percent of the grade will be earned by completing the assigned exercises portion of the midterm. The remaining thirty percent of the grade will be earned by completing the assigned quiz portion of the midterm. The quiz portion contains a combination of multiple-choice and true/false questions based on material from the beginning of the class through chapter five. You will have one attempt and a time limit calculated by one minute per question. You will have a 24 hour period to complete the midterm on the day assigned on the course calendar.

Final: A onetime deliverable at the end of the semester. Refer to the class calendar for exact dates found on eLearning. Seventy percent of the grade will be earned by completing the assigned exercises portion of the final. The remaining thirty percent of the grade will be earned by completing the assigned quiz portion of the final. The quiz portion contains a combination of multiple-choice and true/false questions based on material covered after the midterm. You will have one attempt and a time limit calculated by one minute per question. You will have a 24 hour period to complete the final on the day assigned on the course calendar.

*Note: To review your assignment or discussion of your grade, please make an appointment with me by email within one week following the due date of that assignment after which grades are final.

Letter grades will be assigned as follows:

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<thead>
<tr>
<th>Grade Percentage</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>93% or better</td>
<td>A</td>
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<tr>
<td>90% to 92%</td>
<td>A -</td>
</tr>
<tr>
<td>87% to 89%</td>
<td>B +</td>
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<tr>
<td>83% to 86%</td>
<td>B</td>
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<tr>
<td>80% to 82%</td>
<td>B -</td>
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<tr>
<td>77% to 79%</td>
<td>C +</td>
</tr>
<tr>
<td>73% to 76%</td>
<td>C</td>
</tr>
<tr>
<td>70% to 72%</td>
<td>C -</td>
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<tr>
<td>67% to 69%</td>
<td>D+</td>
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<tr>
<td>63% to 66%</td>
<td>D</td>
</tr>
<tr>
<td>62 or less</td>
<td>F</td>
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Attendance Policy
Students are responsible for all announcements and all material covered in class. All announcements and material covered will be posted to eLearning. Exercises, quizzes, and the final’s due dates do not change just because you missed class.

SPECIAL TECHNOLOGY USED BY STUDENTS:
This course is totally online. All instructional content and interaction takes place over the WWW. In addition to baseline word processing skills and sending/receiving email with
attachments, students will be expected to search the internet and upload / download files. In addition, students may need one or more of the following plug-ins:

- D2L eLearning: [https://eLearning.uwf.edu](https://eLearning.uwf.edu)
- Elluminate, Inc. Elluminate: Link found under eLearning
- Microsoft Visual Basic 2010 Express: Included with the required Textbook

The ITS Help Desk is your first-line point of contact for all information technology issues, and their friendly and knowledgeable staff is available on a daily from 8:00am to 10:00pm (Central Time) Monday through Thursday and Friday’s 8:00am to 5:00pm.

Contacting the ITS Help Desk:

850-474-2075
helpdesk@uwf.edu
click on the "Ask Us" icon in Argus
click on the “IT Help” tab in Argus

**EXPECTATIONS FOR ACADEMIC CONDUCT/PLAGIARISM POLICY:**

Academic Conduct Policy: ([Web Site](#)) | ([PDF Format](#)) |
Plagiarism Policy: ([WORD Format](#)) | UWF Library [Online Tutorial: Plagiarism](#) |
Student Handbook: ([PDF Format](#))

**ASSISTANCE FOR STUDENTS WITH SPECIAL NEEDS:**
The Student Disability Resource Center (SDRC) at the University of West Florida supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, such as time-limited exams, inaccessible web content, or the use of non-captioned videos and podcasts, please notify the instructor or the SDRC as soon as possible. You may contact the SDRC office by e-mail at sdrc@uwf.edu or by phone at (850) 474-2387. Appropriate academic accommodations will be determined based on the documented needs of the individual.

**WEATHER EMERGENCY INFORMATION**

In the case of severe weather or other emergency, the campus might be closed and classes cancelled. Official closures and delays are announced on the UWF website and broadcast on WUWF-FM.

Weather Emergency Information

- WUWF-FM (88.1MHz) is the official information source for the university. Any pertinent information regarding closings, cancellations, and the re-opening of campus will be broadcast.
In the event that hurricane preparation procedures are initiated, the UWF Home Web Page and Argus will both provide current information regarding hurricane preparation procedures, the status of classes and the closing of the university.

Emergency plans for the University of West Florida related to weather or other emergencies are available on the following UWF web pages:

- Information about hurricane preparedness plans is available on the UWF web site: http://uwfemergency.org/hurricaneprep.cfm
- Information about other emergency procedures is available on the UWF web site: http://uwfemergency.org/