

Syllabus: **Basic Programming**
Course Number: **BCIS 1310**
Semester & Year: **Fall 2015**

Instructor Information

Name: **Dr. Theresa McDonald, Professor**
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Office Hours: See posted hours. For other times, call or email for appointment

Textbook Information

None. The instructor will provide written materials as handouts as needed and web links.

Course Objectives

This course is designed to introduce to the student software theory using structured programming methods for solving business data problems. Topics include console applications, object-oriented input/output methods, coding conventions, variables, constants, arithmetic operations, conditional statements, loops, arrays, functions, and sub-procedures. Classroom lecture and hands-on programming assignments will be combined for a comprehensive study of BASIC programming.

Student Learning Outcomes for the Course

1. Develop a knowledge for instruction syntax for input, processing, and output.
2. Develop a knowledge of looping techniques for nested loops.
3. Experience practical knowledge of looping techniques by designing programs.
4. Gain a knowledge of arrays and subscript manipulation in multidimensional arrays.
5. Display a practical knowledge of arrays in programming exercises.

These objectives will be measured by completion of:

- Exams
- Programming Lab Assignments
- Homework Assignments

Student Requirements for Completion of the Course

No incomplete grades will be given for failure to participate in the course by completing tests, program assignments, and the final exam. Arrangements will need to be made in advance if the student will be absent for any exams. Programming is time-consuming and lab time is an essential contribution to the total effort. Although some class time may be devoted to completing lab problems, the student may need to spend additional time each week with lab work.

Computer Lab

A computer lab is available for use outside of class. Lab room 9 is located in the Business & Computer Technology Building. A lab assistant may be available during some hours to assist with hardware difficulties. The lab assistant is not a tutor, and you may not expect the lab assistant to help you complete your project assignments. If not part of a CTIS course assignment, students are not allowed to download programs, play games, surf the Internet, or any other non-related computer usage. **The Computer Lab is under camera surveillance and all activities on the computer are monitored.**

The lab hours are:

Monday - Thursday 8:00 am - 7:30 pm
Friday 8:00 am - 2:00 pm

The Computer Lab is **not open** on weekends and college holidays/breaks.

Student Assessment & Grading Scale

Percentage	From	Final Grade	Average
60%	Exams	A	90 - 100
30%	Programming Assignments, Pop Tests, Homework	B	80 - 89.99
10%	Attendance & Participation	C	70 - 79.99
		D	60 - 69.99
		F	Below 60

Program Exercises

The student will be assigned BASIC console application program exercises to complete using personal computer equipment at Texarkana College. A completed program includes the original Source specifications and correct output produced by executing the defined problem solution. For full credit, the completed program must execute successfully and be demonstrated to the instructor. Late programs may be accepted up to a final due date, but for reduced grade. The number of points earned for a program exercise will be determined by how well the program accomplishes the assigned requirements. Consideration is given to program design (following structured programming methods and minimum coding standards), completeness, accuracy of results, and documentation. A program demonstrated with logic errors (builds but “abends” or fails to perform required functions) will receive no more than 75% of the maximum allowable points. A program demonstrated with syntax errors (does not build successfully) will receive no more than 50% of the maximum allowable points. All programming assignments for the semester must be completed to receive a final grade higher than C.

Unannounced Tests

A "pop" test may be given during any class period. The student should be prepared to be tested upon any previous assignments or lab procedures. There is no provision for "make up" of a "pop" test.

Exams

Regular programming tests will be administered covering classroom lectures and lab procedures. The instructor will announce a test at least one week in advance and will provide a list of test objectives. A "make up" test may be given only with prior instructor approval.

TENTATIVE Class Schedule

These dates & assignments are tentative & subject to change with the instructor's discretion.

Week	Dates	Subject Matter & Assignments		Deadlines
1	Aug 24 – 28	Introduction – Syllabus - Logins	Console Output/Input	
2	Aug 31 – Sept 4	Working with Numeric Input	Arithmetic Operations	
3	Sept 7 – 11 Monday Holiday	Do Loops	Do Loops	
4	Sept 14 – 18	Conditional Structures	For-Next Structures	
5	Sept 21 – 25	Test 1	Boolean Expressions	Test 1
6	Sept 28 – Oct 2	Sub Procedures	Sub Procedures	
7	Oct 5 – 9	Constants	Try/Catch	
8	Oct 12 – 16	String Methods	String Methods	
9	Oct 19 – 23	Formatting Output using the ControlChars Class	Formatting Output using the ControlChars Class	
10	Oct 26 – 30	Test 2	How to read text from Text Files using the StreamReader Class	Test 2
11	Nov 2 – 6	Extracting string fields from an input record	Extracting string fields from an input record	
12	Nov 9 – 13	Extracting non-string fields	Extracting non-string fields	
<i>Last Day to Drop: Friday, November 13</i>				
13	Nov 16 – 20	One-Dimensional Arrays	One-Dimensional Arrays	
14	Nov 23 – 27	Thanksgiving Break		
15	Nov 30 – Dec 4	Working with comma-separated values	Working with comma-separated values	
16	Dec 7 – 9 Finals start Dec 10	Final Review	Final Review	Test 3
17	Dec 14 – 16	FINAL EXAM WEEK		Final



Absentee Policy

Your punctual attendance and your participation are required for successful completion of the course. You may be dropped from the course without notice after a total of two weeks of class absences (3 times tardy counts as one absence). Only currently enrolled students are allowed to attend classes and labs. Any student who officially withdraws from the course before the drop date and before the instructor has dropped the student from the course will receive a grade of "W" unless instructor drops the student with an "F" for cheating.

Any student that just stops coming to class and chooses to make an F, the last date they attended will be listed on the final grade sheet and they will most likely have to pay back money received from grants or scholarships.

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student's responsibility to check the syllabus for each instructor's tardy policy.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and exams as a result of a student's absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W".

Withdrawal from a course(s) may affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

Excused Absences

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by

Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor’s syllabus.

**Students interested in Health Occupations should check with the division chair prior to entering the program.*

Make-up Policy

The student is responsible for work missed because of illness, school business, religious holidays, military service or other circumstances and must make arrangements with their instructor prior to their absences. No incomplete grades will be given for failure to attend and participate. If you must quit, you should initiate an official withdrawal in the Admissions Office prior to the last date to drop courses: **Friday, November 13, 2015**.

Class Assignments and programs must be turned in on time. Given extreme circumstances, you may be allowed to turn in an assignment slightly late with your instructor’s permission.

If allowed, exams must be made up within 1 week of the scheduled time the class takes the exam or by a date set by your instructor.

Maximum Allowable Absences

After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
Once a week (Night classes or Friday classes)	2
Twice a week (MW or TR classes)	4
Three times a week (MWF or TRF classes)	6
Four times a week (MTWR classes)	8
	Three tardies count as one absence

Academic Integrity Statement

Scholastic dishonesty, involving but not limited to cheating on a exam, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”.

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses.

Cheating will not be tolerated. The instructor will drop any student involved in cheating from the course with a grade of “F.” All assignments (Exams, Programs, Homework, or Pop Tests) must represent the student’s own work. A student may discuss assignments with other students to gain a better understanding of the problem. However, copying assignments, in whole or in part, from ANY source, without explicit instructor direction, is considered plagiarism and will result in a failing grade for the course and possible college disciplinary action.

Students are required to originate, complete, and maintain their assignments in the network folders assigned to them using Texarkana College computer equipment. It is expected that students will conduct themselves with integrity. If you cheat or **assist others** in cheating, you violate a trust.

Cheating includes but is not limited to the following:

- copying files or lending your storage device to another student
- copying answers on exams or glancing at nearby exams
- printing work for someone else
- turning in assignments that have been used in other classes
- purchasing or selling assignments or exam materials
- **using another student’s username and password or letting someone else use your login.**

Classroom Rules of Conduct

You are to be respectful of your instructor and fellow classmates at all times. As a courtesy, please do not talk, type, or print while the instructor is talking to the class or when a student is asking a question which pertains to the class.

Students should make arrangements with the instructor in advance if they need to leave class before dismissal. There will be a zero tolerance policy for any behavior that is disruptive of classroom learning. This includes ANY use of vulgar language or rude behavior toward instructor or any other student in the class.

- You are to refrain from “surfing” the Web or accessing any social network sites during class, unless directed by your instructor.
- You are to turn off cell phones, pagers, and any type of audio players.
- You are to remove headphones or ear buds.
- You are encouraged to work together to solve problems; however, you must complete your own work. **Cheating will result in an F for all involved** in the act even if the person is in another class or previous semester.

Additional Classroom Policies

Students are not allowed to bring food or drinks into the classroom, lab, or the Testing Center. The cost of damage to computer equipment, carpet, and furniture can be significant due to a minor mishap. Students are not allowed to bring a cellular phone, pager, or other wireless communication device for use in a classroom or lab without prior written approval from the instructor.

The viewing of pornography is prohibited and will result in being dropped from class with the grade of "F", and the Dean of Students will take disciplinary action. The use of student e-mail for obscene or pornographic purposes is prohibited. Any form of harassment will result in dismissal from class with the grade of "F", and the Dean of Students will take disciplinary action. The Computer Lab is under camera surveillance.

Classroom Cell Phone Policy:

Students should turn cell phones off or at least put them on silent. Do not conduct phone calls or text in class. It can wait. If you must take a call or text, quietly leave the room and return when finished. Emergency calls for you should go through campus security at 903-798-3330.

Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Advising and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

Financial Aid:

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.]