

**This Open Entry/Open Exit Class Must be completed in
150 days**

CHECK THE WEB SITE EVERY WEEK FOR IMPORTANT E-MAILS AND
ANNOUNCEMENTS!!

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There will be at most a 24 hour turn around time for email messages and posting of grades for submitted assignments.

Mission Statement: This course supports the college's mission to prepare students for immediate technical or semi-professional employment.

Course Description: This course is designed to provide students with the knowledge and skills to code, execute, and document comprehensive programs in Visual Basic. The programs will involve use of forms for input/output, controls to trigger events, structures to control program execution, sequential and random access of files, arrays, and error handling.

Hardware Requirements: Internet Explorer 5.0 or higher, Flash 7 Player, live Internet connection, Pentium 350 MHz or faster, 64 MB RAM, 1.6 GB minimum hard disk space, and SVGA graphics (800x600/256-color or higher). **Plus Visual Studio.Net.** *Most students use the computers on campus due to the nature of the hardware requirements.*

Required Text: Visual Basic.Net: Comprehensive Concepts and Techniques by Shelly Cashman ISBN# 07895-6549-8. Books for this class can be ordered directly from the textbook publisher at the following link:
<http://www.coursedirect.com/index.cfm?action=ordering&cfid=1828187&cftoken=23425806>. You can also order from Amazon books at www.amazon.com and search for the ISBN# above. It may be helpful for you to purchase a USB flash drive for the purpose of storing your work. These can be purchased at any store that sells computer disks.

The college has an MSDN Academic Alliance Membership with Microsoft. This membership allows the distribution of certain software products (including Visual Studio.Net) to students free of charge. Instructions will be provided to you on how you may download a copy of Visual Studio.Net for use in this course.

Non-Discrimination Statement: Jefferson Community and Technical College is an Equal Opportunity Institution. The colleges of the Kentucky Community and Technical College System are committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, beliefs, sexual orientation, age, national, origin, or physical or mental ability.

Class Communication: All communication **MUST** take place through the class web site. Click on Send/Receive E-mail tab. Next, click on Send Course Mail. Find the person in the list to send an email to. Choose my name from the list of people enrolled in the class.

Type your message and then click on the send button to send the message. I check the web site at least once a day. Response time to email messages will be no more than 24 hours.

Student Services: Financial Aid - <http://www.kyvu.org/services/index.asp>; Student Tutorial and Orientation – <http://www.kctcs.edu/distancelearning/tutorials.htm>; KYVU Call Center and Technical Help Desk - http://www.kyvu.org/contact_us.asp for login or technical issues; Student Login Instructions - <http://www.kctcs.edu/distancelearning/orientation6.htm> (the login instructions are also emailed through student KCTCS email accounts), and Student Email Account information - <http://www.kctcs.edu/student/email.html>.

Information for Students with Disabilities: If, because of a diagnosed disability, you need and intend to ask for special considerations to complete the requirements of this course, please advise me of this the first week of class and I will be happy to work with you and a counselor to make any appropriate accommodations. Students needing special accommodations for the deaf and hard of hearing should contact the Coordinator of Deaf Services at your home institution. For Jefferson Community and Technical College, contact Martha Hinton at 213-2418 (Martha.hinton@kctcs.edu) or Donna Miller at 213-4528 (Donnar.miller@kctcs.edu). Click on the link for more information: http://www.jefferson.kctcs.edu/administration/student_affairs/ARC/default.php

Policy on Cheating and Plagiarism: Refer to the Student Code of Conduct, Article II- *Academic Policies and Procedures, Section 2.3 Student Academic Offenses and Academic Sanctions*, or <http://www.jefferson.kctcs.edu/downloads/Pdf%20documents/ccstudentconduct.pdf>

Objectives:

Upon completion of the course the student can:

1. Use the Visual Basic programming environment
2. Use forms to build a user interface
3. Customize the user interface with graphics, colors, and fonts
4. Use the user interface to obtain user input to the program
5. Validate and process user input
6. Use controls to trigger program events
7. Use local, form-level, and global variables
8. Use selection structures such as If... Then... Else... and Select Case
9. Use repetition structures such as For Next, Do While, and Do Until loops
10. Manipulate text data
11. Read and write sequential access data files
12. Read and write random access data files
13. Manipulate arrays
14. Implement error-handling
15. Thoroughly document a Visual Basic program, including flowcharts and comments
16. Debug a Visual Basic program
17. Create a Visual Basic .exe file

Protocol for student complaints:

If a student has an issue or complaint concerning an instructor or course, the student should first speak with the instructor. If the two are unable to resolve the issue, the student may then carry the complaint further according to the following protocol.

Instructor-> Academic Program Coordinator-> Division Chair -> Dean of Academic Affairs. Here are the contact name and numbers for the above.

Instructor/Academic Program Coordinator:	Robert Riedling	(502)-213-2387
Division Chair:	Pam Besser	(502)-213-2616
Dean of Academic Affairs:	Randall Davis	(502)-213-2122

Projects: Throughout the course, you will be assigned 14 projects from your textbook that will involve programming in Visual Basic.Net. The projects are found inside each lesson folder. The lessons folders are found by clicking on the Course Content tab and then the Lessons folder. Before you can do anything in the course, you must click on the Syllabus and Quiz over Syllabus link. You must give a thorough reading of this syllabus and then take a short quiz over the syllabus. The first lesson in the course will not be unlocked until you successfully answer all questions on the quiz over the syllabus. You can keep taking the quiz until you get all of the questions correct. Once you have gotten a 100% on the quiz over the syllabus, Lesson 1 is unlocked and you can begin working through lesson 1. You must first read the notes (either the PowerPoint or Word notes) and then the assignments for Lesson 1 will be unlocked. After you have read either of the notes, Lesson 2 will be unlocked. In Lesson 2, you must read either the PowerPoint or Word notes. Once you have read the notes, the assignments for Lesson 2 will be unlocked. Once you have submitted both assignments for Lesson 2, Lesson 3 is unlocked. Lesson 3 will work the same way. You must first read one of the note files before the assignments are unlocked. After you have completed everything related to Lesson 3, Lesson 4 will be unlocked. You will continue the same pattern in Lesson 4. First read the notes, then complete the assignments. The test links will appear after you have submitted all of the assignments. Lesson 5 will be unlocked after you have completed the test material. This pattern will continue throughout the rest of the course until you have worked through all 9 lessons. The final lesson will not appear until you click on the link to do a course evaluation. When you click on this link, you will have the option of either doing a course evaluation or skipping the evaluation. After you either do the evaluation or skip the evaluation, the final lesson will appear. All assignments and exams are due within 150 days after enrolling for this class.

Exams: You will take 3 exams during this course. Exams are found in Lessons 4, 7, and 9. Exams will be a mixture of multiple choice and writing short code segments. The final test will be to create a comprehensive project. These exams will be submitted electronically through Angel and the score will be recorded in the Angel grade book.

Important: Once an exam is launched from the Angel website, then you will have to complete the exam. Exams can only be submitted one time. All assignments and exams must be completed within 150 days after enrolling for this class.

Withdrawals: You have one week to request a withdrawal and receive a refund. No refund or withdrawals after day seven. Clock starts the next business day from when you receive an automated email confirming your enrollment. This should take place on the day that you pay. I do not sign withdrawal slips after day 7.

Attendance: This is a distance learning class. Traditional attendance does not apply. It is your responsibility to complete all assignments and exams within the 150 days.

Grading: I do not assign incomplete grades. I manually input your exam scores on the class web site. Check the grades that I have posted for you Weekly by clicking on My Grades, then My Grades.

Here is a breakdown of the **GRADED WORK** for this course:

1) Exams

Exam 1	100 points
Exam 2	100 points
Exam 3	100 points
Project 1	50 points
Project 2	50 points
Project 3	50 points
Project 4	50 points
Project 5	50 points
Project 6	50 points
Project 7	50 points
Project 8	50 points
Project 9	50 points
Project 10	50 points
Project 11	50 points
Project 12	50 points
Project 13	50 points
Project 14	50 points
Total	1000 points

Each grade is based on the following grading scale:

920-1000 points (92%-100%)	=A
840-919 points (84%-91%)	=B
760-839 points (76%-83%)	=C
700-759 points(70%-75%)	=D
Below 700 points (0-69%)	=E

Please note that any projects that are not submitted or any exams that are not taken will receive a grade of 0% at the end of the 150 day period.

SUGGESTED SCHEDULE

You have 150 days (or about 21 ½ weeks) from the date that you enroll in the course to complete all of your work. However, I would suggest that you use the following time table as a guideline of how you should progress through the course. A typical semester is 16 weeks plus 1 week for finals making a total of 17 weeks. I have setup the suggested timetable below as a guideline to follow. Following this guideline will give you a cushion of 4 ½ weeks if you need the additional time to complete your work. It will also give you the flexibility to schedule time off during the semester breaks if you wish.

Week in Course	Material Covered	Assignments
Week 1:	<ul style="list-style-type: none"> • Become familiar with the class web site by clicking on the Navigation buttons at the top • Click on Course Content tab to see where the lessons are located • Click on My Grades tab to see where you go to check your grades • Click on Send/Receive Email tab to see where you go to send email. • Click on Classmates tab to see who are your classmates • Read through Chapter 1 • Review Power point notes and Word Notes on Chapter 1 	No projects from Chapter 1 will be assigned.
Week 2:	<ul style="list-style-type: none"> • Read through Chapter 2 • Review Power Point notes and Word Notes on Chapter 2 	Begin working on Projects 1 and 2
Week 3:	<ul style="list-style-type: none"> • Read through Chapter 3 • Review Power Point notes and Word Notes on Chapter 3 	Begin working on Projects 3, 4, and 5
Week 4:	<ul style="list-style-type: none"> • Keep working through chapter 3 • Read through Chapter 4 	Begin working on Projects 6 and 7

	<ul style="list-style-type: none"> Review Power Point notes and Word notes on Chapter 4 	
Week 5:	<ul style="list-style-type: none"> Keep working through Chapter 4 	
Week 6:	<ul style="list-style-type: none"> Test 1 over chapter 1-4 Begin reading through Chapter 5 Review Power Point notes and Word Notes on Chapter 5 	<p>Suggested time to have Projects 1-7 completed and to take Test 1</p> <p>Begin working on Projects 8 and 9</p>
Week 7:	<ul style="list-style-type: none"> Keep Working through Chapter 5 	
Week 8:	<ul style="list-style-type: none"> Read through Chapter 6 Review Power Point notes and Word Notes on Chapter 6 	Begin working on Projects 10 and 11
Week 9:	<ul style="list-style-type: none"> Keep working through Chapter 6 and begin Chapter 7 	Begin working on Project 12
Week 10:	<ul style="list-style-type: none"> Read Chapter 7 Review Power Point notes and Word notes on Chapter 7 	
Week 11:	<ul style="list-style-type: none"> Test 2 over Chapters 5-7 	Suggested time to have Projects 8-12 completed and to complete Test 2
Week 12:	<ul style="list-style-type: none"> Read Chapter 8 Review Power Point notes and Word notes on Chapter 8 	Begin working on Project 13.
Week 13:	<ul style="list-style-type: none"> Keep Working on Chapter 8 	
Week 14:	<ul style="list-style-type: none"> Read Chapter 9 Review Power Point notes and Word notes on Chapter 9 Take Home Test 3 	<p>Begin working on Project 14</p> <p>Begin working on Take Home Test 3--This test will be a large scale programming assignment that will need to be completed by the end of the course</p>
Week 15:	<ul style="list-style-type: none"> Keep Working on Chapter 9 	
Week 16:	<ul style="list-style-type: none"> Keep Working on Chapter 9 	All work due by April 26th at 6 p.m.—Grades will be turned in on April 28th.
Week 17:	<ul style="list-style-type: none"> Finish all Work 	Suggested time to have all

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