BCIS 122. Sections M01/M70
Introduction to Information Systems Programming
Class Meets TR 08:55 – 10:10 a.m., GU 303/ Online

Instructor: Dr. Carlo A. Mora M.
Office Hours: TR 2:35 p.m. – 3:35 p.m.
or by appointment

Office: Guthrie 218
Phone: 646-5044
LMS: http://learn.nmsu.edu

Online Office Hours Same as above. Refer to Canvas for details.

Course Scope

The scope of this course is to provide you with an understanding of algorithm development, structured and object oriented programming, computer concepts and the design of applications using C# as the programming language. At the end of the course, students are expected to have a solid understanding of the basic programming concepts necessary to proceed to BCIS 222. Equal emphasis will be given to design and programming as well as a command of programming concepts and coding conventions. Please note that you MUST earn a 'C' or better in this course in order to proceed to BCIS 222.

Prerequisite: C or better in BCIS 110 or CS 110; and MATH 120.

Course Objectives

By the end of the semester, each student should be able to understand and apply:

- Types of Variables and Programming Control Structures.
- Basics of Classes and Objects.
- Build programs modularly using methods.
- Use arrays to store, sort, and search data.
- The rudiments of C# programming, i.e. the terminology, structure, style, and syntax of the language.

Required Materials

2. Development environment. We will be using the latest update of Visual Studio 2012. There are multiple versions of VS, some of which are free to download. More details will be given in class.

Responsibilities

As your teacher I have the following responsibilities:

- Come prepared to every class.
- Plan my class so you can accomplish the objectives listed above.
- Treat you as responsible adults.
- Consider that is not always your fault if you don’t understand the material.
- Encourage you to ask and answer questions.

As students you have the following responsibilities:

- Come prepared to every class.
- Complete all work on time with proper thought.
- Behave as responsible adults.
- Consider that it is not always my fault if you don’t understand the material.
- Treat others with respect.
Point Distribution and Grades

Scores for each category of points will be approximately weighted as shown below.

<table>
<thead>
<tr>
<th>Category</th>
<th>Estimated Percentage of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programming Assignments (pa)</td>
<td>35%</td>
</tr>
<tr>
<td>Short Assignments (sa)</td>
<td>8%</td>
</tr>
<tr>
<td>Readiness Assessment Tests (rat)</td>
<td>7%</td>
</tr>
<tr>
<td>Exams</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

Grades will be assigned as follows:

- 90% through 100% | A
- 80% through 89.9% | B
- 70% through 79.9% | C
- 60% through 69.9% | D
- Below 60% | F

**Note:** After all the material is graded, letter grades will be assigned as in the table above. I will do some rounding, but in the following manner: 89.444 is a B, no exceptions, but 89.445 will round to an A.

**Programming Assignments (pa), Short Assignments (sa):** The key to become a good developer is to start programming from day one. As such, you will be asked to do complete a number of individual short and comprehensive programming assignments. These will allow you to apply all the concepts covered in class. These assignments have two objectives:

1. Give you a current indicator of your understanding of the material. Be sure to ask questions and/or get help immediately if you don't understand the homework or its solution, as **catching up is very difficult**.
2. Give me an indicator of how the class is doing as a whole, and help me keep an adequate pace.

**Readiness Assessment Tests (rat):** There will be short Canvas based RATs. **These will be taken outside class time and they will be released at the beginning of each topic.** The purpose of the RATs is to motivate you to read the material before it is discussed in class and to reinforce relevant topics. You will be allowed to take a RAT twice and the grade assigned will be the highest score obtained for a RAT.

**Exams:** Exams will carry most of the weight of your final grade. They questions will come from in-class exercises and programming assignments. Format of the exams will vary and might include different formats (e.g. open vs. closed book, paper vs. computer, etc.).

**Online section:** exams will be given either on campus or must be proctored. Students within 75 miles of campus must take their exams at NMSU main campus while those further than 75 miles from campus must find and register their own proctors no later than one week prior to each exam. Further details about exams and the procedure that must be followed on Canvas.
General Policies

Attendance

- Students enrolled in the face-to-face section are expected to attend class. Attendance is not required but highly recommended. You cannot expect to have a thorough grasp of the material if you miss class. You are responsible for all material or assignments that are covered in class.
- Students enrolled in the online section are responsible to review the material posted on Canvas and complete the work assigned by the instructor.

Communication

We will be using CANVAS extensively. All the material associated with the course will be available through CANVAS. This LMS offers many ways of communication and I will be using two:

- Email: please use the CANVAS email system to communicate with your instructor for personal issues related to the course. Make sure to use proper netiquette when sending emails, including but not limited to:
  - Articulate the content of your message clearly. This means you should not use text message or instant message speak. Proper communication standards also apply for any submitted work. For proper writing standards please refer to [http://goo.gl/GCZ0j5](http://goo.gl/GCZ0j5)
  - Before you send an email, review the course’s content on Canvas. It is very likely that you can find an answer to your question(s) by examining this content.
    - Failure to follow these simple rules will generally result in a non-response from the instructor.
  - You can expect a reply from me within 24 hours.

- The Discussions section of CANVAS is an extension of my office hours. You are to post all technical questions here. I will not answer questions about labs and/or projects in private emails. Make sure you use relevant subject headings for your postings. A good, descriptive subject heading will help other students learn from the answers to your questions. A subject heading of “Error” is not relevant. An example of a more relevant subject heading is “Help: How do I implement a for loop in the context of programming assignment #1?”

If you are going to start a new topic, or ask a new question, make sure that you start a new thread. Continuing a previous thread with a new question will only ensure that most people miss your question. Be sure to include enough information in your question. For example, if you are getting a compilation error, make sure you list the compile line you used, the entire error message, and at least 10 source lines that precede the line about which the compiler is complaining. This will give me more information and thus, the more likely you will get a helpful answer. Do not wait until the last minute to post a question. I strongly encourage other students to post answers to questions they see on the Discussion Board. You can expect a reply from me within 24 hours.

Late Work Policy

- No makeup rats will be allowed.
- No late submissions for short assignments (sa).
- Programming assignments in general, pas may be turned in late, but they lose a percentage of their graded point values each class period that they are late according to schedule shown below (weekday = Monday through Friday):

  | On time:               | 0% |
  | Up to 1 weekday late: | 10%|
  | Up to 2 weekdays late:| 30%|
  | Up to 3 weekdays late:| 60%|
  | More than 3 weekdays late: | 100%|
• Makeup Exams will be given only under extraordinary circumstances and the student must submit a legitimate excuse. Examples of legitimate excuses:

<table>
<thead>
<tr>
<th>If it is ...</th>
<th>You have to bring a...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due to illness:</td>
<td>note from doctor</td>
</tr>
<tr>
<td>Due to business:</td>
<td>note from supervisor</td>
</tr>
<tr>
<td>Death in family:</td>
<td>note from family member and obituary</td>
</tr>
<tr>
<td>Other</td>
<td>on a case-by-case basis</td>
</tr>
</tbody>
</table>

Read carefully: I must be informed prior the exam to count as a legitimate excuse. **If you cannot reach me, leave a message at the department’s office (646-4901) indicating time and date.** Notifying me by email will not be sufficient. Notifying me after the exam will result in a grade of zero for that exam. Your excuse must be submitted to me and it must contain a telephone number so that your absence can be verified. **Failure to follow the guidelines will mean that you forfeit the excused absence option.** If a student misses an exam **without a legitimate excuse**, s/he will receive a grade of zero for that exam.

**Short Assignments (sa) and Programming Assignments (pa) Submission Process**

• Submit your assignment by uploading all files (normally you will be turning in a zipped file that contains the entire project) to Canvas.

• For Programming Assignments (pa), besides the program(s), you must also include:
  - An executive summary describing the approach you followed to solve it the assignment.
  - Run-time form image(s) at crucial points if necessary. Use the Alt + Print-Screen and Paste methods to paste the form image into your Word Processor document.

• Keep a copy of your files. You may need it for your future assignments.

**Grading the Assignments:**

Your instructor will test your work (weight distribution: documentation - 10% program - 90%). To get full grade, your program should provide correct answer. However, points will be deducted for the following:

• Incomplete submission.

• Poorly documented program: no comments in all the sections of your program. Lack of proper indenting and spacing in the code.

• **NOTE:** You must make sure you are uploading all the proper files for me to grade the assignments. If you fail to upload all the necessary files, you will be penalized and might not get full credit.

**Add/Drop Policy**

Students may add courses thru **August 22, 2014** and drop/cancel courses thru **October 21, 2014** through MyNMSU self-service, or by using the add/drop slip **(no signature required)**. Late registration fees will apply for courses added after **August 22, 2014**. The deadline for withdrawing from a full semester (15 week) course in the fall is **October 21, 2014**. Students may withdraw from the university (withdraw from all classes) until **November 14, 2014**.

**Incompletes**

A grade of "I" (Incomplete) will be assigned only in circumstances in agreement with the current NMSU Undergraduate Catalog ([http://catalog.nmsu.edu/](http://catalog.nmsu.edu/)). Incomplete grades are to be given only if a student has passed the first half of the course and is unable to complete the course due to circumstances beyond the student's control. (If the circumstances develop during the first half of the course, the student has the opportunity to drop the class). Examples of appropriate circumstances are documented illness, documented death or crisis in the student's immediate family and similar circumstances. The catalog states that job related circumstances are generally not appropriate grounds for assigning an "I" grade and that this grade is not to be used to avoid assigning a D, F, or U grade.
**Academic and non-academic misconduct**

All work submitted must be your original work. Any work done by groups of more than one (i.e., the work of two or more students is remarkably similar), or too similar to work of previous students will be construed as cheating. Your work must be kept private from others; should your work appear in the work of another student, both parties will be considered to have cheated; both will receive a failing grade for the course. Please refer to the Student Handbook (http://deanofstudents.nmsu.edu/student-handbook/) for a full description of the NMSU Policy.

**Plagiarism.** Plagiarism is using another person's work without acknowledgment, making it appear to be one's own. Intentional and unintentional instances of plagiarism are considered instances of academic misconduct and are subject to disciplinary action such as failure on the assignment, failure of the course or dismissal from the university. The NMSU Library has more information and help on how to avoid plagiarism at http://lib.nmsu.edu/plagiarism/.

**Because of the nature of this class, discussion of principles and approaches to solve a particular problem between class members is encouraged.**

**Students with Disabilities**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) covers issues relating to disability and accommodations. If you have questions or need an accommodation in the classroom (all medical information is treated confidentially), contact:

Trudy Luken  
Student Accessibility Services (SAS) – Corbett Center, Room 244  
Phone: (575) 646-6840  
Email: sas@nmsu.edu / Website: www.sas.nmsu.edu

NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct, sexual violence, sexual harassment and retaliation. For more information on discrimination issues, Title IX or NMSU’s complaint process contact:

Gerard Nevarez, Title IX Coordinator  
Agustin Diaz, Title IX Deputy Coordinator  
Office of Institutional Equity (OIE) – O’Loughlin House, 1130 University Avenue  
Phone: (575) 646-3635 Email: equity@nmsu.edu / Website: www.nmsu.edu/~eco

**Professional Behavior Guidelines**

**Tardiness:** Please arrive on time. If you arrive late, quietly take a seat nearest the entrance.

**Side Conversations:** Side conversations make it difficult for your classmates to actively listen and learn.

**Sleeping:** falling asleep in class is not considered professional behavior. If you are feeling sleepy, please step outside the class for a minute, get a breather, and come back to class.

**Inattention:** Please do not read other material (chat, browsing the web, etc) or study for other courses during the class. It is not polite. Please pay attention and join in the individual and group discussions. It will help you master the material.

**Cell Phone:** While there are a myriad of appropriate times and places to use one’s cell phone, during a class period is not one of them. Therefore, students are prohibited from using their cell phones during class, regardless of whether they are used for calling or for text messaging purposes. **Cell phones should be turned off and stowed away at all times in the classroom.** Cell phone use is strictly prohibited during Exams.
**Laptop Computers:** Students are free to use laptop computers for note taking purposes during class. If a student is discovered using his or her laptop for any other purposes, such as surfing the internet, that student will forfeit the opportunity to use his or her laptop for the remainder of the semester. **Personal laptops are prohibited during exams.**

**Miscellaneous Policies**
- Although I will try to maintain the class schedule and objectives, I may need to make adjustments.
- I do not give additional projects to increase one’s grade before or after the exam(s).
- No food or drinks allowed in the lab.