



## **COURSE SYLLABUS**

**Fall 2021**

August 23 – December 10, 2021

ONLINE

**Visual Basic**

**IT30503-70**

**Evans Schools of Business**

**Instructor:** Alan Cook  
**Phone/Text:** 775-538-2526 Mobile  
**E-mail:** [acook@rio.edu](mailto:acook@rio.edu)  
**Office:** Bob Evans Farm Hall – Room 230

**Office Hours:** *Please schedule an appointment online: 2526.us/meet  
at least 8 hours in advance to ensure availability*

M/W @BEF230	3:45-4:45p <i>[schedule in advance at 2526.us/meet]</i>
T/R @Meigs Ctr.	03:45p-04:15p
T/R via MS Teams or phone	01:30-02:30p <i>[schedule in advance at 2526.us/meet]</i>

Dept. Secretary: 740-245-7373    Office Fax: 740-245-7110  
McArthur Ctr. 740-645-7993    Meigs Center: 740-992-1880

### **COURSE DESCRIPTION:**

This course introduces Visual Basic as an object-oriented programming language, like C++. Topics include: fundamental concepts and methods of object-oriented programming; building Windows applications using Visual Basic including programming forms, controls, events, methods, and functions; data representation: control structures; arrays; and other data structures. This is a project-oriented course aimed at providing hands-on experience in Windows-based application development.

**PREREQUISITES:** IT10103

**CREDIT HOURS:** 3 credit hours

## **TEXTBOOK AND OTHER REQUIRED MATERIALS:**



Programming with Microsoft Visual Basic 2019, 8<sup>th</sup> Edition,

### **REQUIRED: CENGAGE MINDTAP ACCESS**

**MindTap access/eBook with purchase of “Cengage Unlimited”**

*<<Complimentary trial access is provided at beginning of course>>*

*OPTIONAL: physical textbook* ISBN-13: 9781337285100

Software: Windows Version of Microsoft Visual Studio 2019

[provided in campus labs or free with student account]

Access to Rio’s Canvas Learning Management System:

<http://rio.instructure.com>

MindTap system requirements:

[www.tinyurl.com/mindtap-faq](http://www.tinyurl.com/mindtap-faq)

[e.g., screen resolution must be 1024x768 or larger]

**PROGRAM OUTCOMES:** The following outcomes have been adopted for the degree program for which this course is required:

Students will:

- Develop the student’s thought processes...to think clearly, reason logically, arrive at one’s own conclusions through one’s own observations, interpret data, analyze situations, evaluate evidence, discover principles, resolve problems, read rapidly with understanding, do research, stimulate his/her creative powers, to express one’s ideas orally and in writing.
- Develop good problem solving technique...the ability to think critically, evaluate evidence, apply principles of the Scientific Method, and solve problems.
- Form the students with ethical and social responsibility values and leadership qualities conducive to success...basic honesty, individual responsibility, reliability, self-discipline, perseverance, interpersonal cooperation, social awareness, and a spirit of hard work, sacrifice and dedication to spiritual values, country, community, family, and neighbor.
- Develop the student’s research & communication skills through written reports & papers, oral presentations, and class discussion so that the student will some day be able to sell his ideas to superiors, peers, and subordinates in reports and presentations in business meetings, conferences, and training sessions.
- Develop competent managers and leaders for governmental, non-profit, and business organizations to effectively serve society by productively satisfying its needs.
- Inculcate an understanding of how each Business area is affected by the global economy.

•Develop and train the student to be a quality product of the University of Rio Grande, equipping him/her with the basic tools in Accounting, Economics, Management, Finance, Marketing, International Business, and Information Technology.

**COURSE OUTCOMES:** The following outcomes have been adopted for this course. *All outcomes* listed below have direct relevance to course material. Upon completion of this course students are expected to:

**Goals and Objectives of Course:**

- Use the Visual Basic Editor  
Use the object model  
Understand variables
- Understand and use String Variables  
Understand Numeric Variables  
Understand the Selection Structure  
Understand the Select Case Statement and the what the MsgBox Function is  
Use For...Next, For Each...Next, and with Statements  
Understand and use the Do Loop Statement and String Functions  
Create Built-in Dialog Boxes
- Create Custom Dialog Boxes  
Use Option button, Check box, and List Box Controls  
Use Sub and Function Procedures
- Understand Arrays
- Understand how to manipulate strings and add menus

**Learning Outcomes:**

Students will:

- Use Visual Basic
- Demonstrate how the object model works
- Use Variables and string variables in a program
- Use Date variables in a program
- Use Numeric variables in a program
- Use Selection structure to solve a problem
- Create and use a message box and a case statement
- Demonstrate how to use loop and string functions
- Create and use a built-in dialog box and a custom dialog box
- Use option buttons, check boxes and list box controls within a program

## TOPICAL OUTLINE

DATE	Topic/Reading	Assignments
W1 8/23	Syllabus Chapter 1	Read over syllabus Install MS Visual Studio Download Data files Read/Do Activities: Chapter 1 Focus on the Concepts Read/Do/Submit Chapter 1 Apply the Concepts
W2 8/30	<i>University closed Labor Day</i> Chapter 1 (cont.)	Read/Do/Submit Chapter 1 Apply the Concepts (cont.) Complete the selected Chapter 1 Exercises (see BB) Chapter 1 Quiz
W3 8/6	Chapter 2	Read/Do Chapter 2: Focus on the Concepts Read/Do/Submit Chapter 2 Apply the Concepts Chapter 2 Quiz
W4 8/13	Chapter 3	Read/Do Chapter 3: Focus on the Concepts
W5 8/20	Chapter 3 (cont.)	Read/Do/Submit Chapter 3 Apply the Concepts
W6 8/27	Chapter 3 (cont.)	Complete the selected Chapter 3 Exercises (see BB) Chapter 3 Quiz
W7 10/4	Chapter 4 <i>Univ. closed Fri 10/9</i>	Read/Do Chapter 4: Focus on the Concepts Read/Do/Submit Chapter 4 Apply the Concepts
W8 10/11	<i>Midterm Week:</i> Chapter 4 (cont.) <i>Introduction of Final Project</i>	Complete the selected Chapter 4 Exercises (see BB) Chapter 4 Quiz
W9 10/18	Chapter 5	Read/Do Chapter 5: Focus on the Concepts Read/Do/Submit Chapter 5 Apply the Concepts
W10 10/25	Chapter 5 (cont.)	Complete the selected Chapter 5 Exercises (see BB) Chapter 5 Quiz
W11 11/1	Chapter 6	Read/Do Chapter 6: Focus on the Concepts Read/Do/Submit Chapter 6 Apply the Concepts
W12 11/8	Chapter 6 (cont.)	Complete the selected Chapter 6 Exercises (see BB) Chapter 6 Quiz
W13	<i>Thanksgiving week</i>	

11/15	Makeup any missing work <i>University closed Wed-Fri</i>	
W14 11/22	Chapter 7	Read/Do Chapter 7: Focus on the Concepts Read/Do/Submit Chapter 7 Apply the Concepts
W15 11/29	<i>Finals Week</i> Chapter 7 (cont.)	Complete the selected Chapter 7 Exercises (see BB) Chapter 7 Quiz ALL WORK DUE NOON FRIDAY
W16 11/29	<i>Finals Week</i> Final Project	Work on Final Project FINAL DUE BY END OF DAY THURSDAY

## GRADING POLICIES/TESTING/ASSIGNMENTS/ATTENDANCE/EXPECTATIONS

Grade calculation	% of Grade	Grading Scale
Apply the Concept Assignments	25%	A = 93 – 100%
Selected Chapter Exercises	25%	A- = 90 – 92%
Quizzes	25%	B+ = 87 – 89%
Open-ended Projects	25%	B = 83 – 86%
Final Project	10%	B- = 80 – 82%
TOTAL	=100	C+ = 77 – 79%
		C = 73 – 76%
		C- = 70 – 72%
		D+ = 67 – 69%
		D = 63 – 66%
		D- = 60 – 62%
		F < 60%

**Exams:** Final is assigned as a project; the midterm is calculated by averaging the work completed.

**Assignments:** Detailed assignments will be made during each section of study. Assignments must be completed by the student with a minimum amount of assistance. Copying assignments will result in a failing grade for the class. The assignments will require a substantial amount of work on a computer that has the software being used in this class. This class will use Microsoft Visual Studio. Homework is assigned weekly through Canvas. **NOTE that this is NOT AN "at your own pace" class and you will have due dates for activities that must be met.**

**Participation:** Classroom participation for face-to-face classes may be graded on classroom activities while online student participation may be graded on completion of online assignments. Face-to-face activities may be required to be completed at the conclusion of the class time. Online students may be required to complete activities as indicated on Canvas/MindTap.

**Face-to-Face Lab Behavior:** Phones should be set to vibrate or silent to allow students to receive emergency notifications without disruption of the classroom. Devices such as laptops, smartphones, Internet-connected devices and university provided computers should be used ONLY to enhance the course (such as looking up information for discussion/in-class activities,

etc.) and NOT become a distraction to the learner or other students in the classroom (texting, etc.). Headphones/earphones (even just in one ear) or non-religious/unapproved headgear (hats or hoods, etc.) that cover ears should not be used/worn during classroom instructional activity time. Students should be aware of and respect posted policies in lab classrooms, such as “no food and drinks”. Students who are not engaged in the face-to-face classroom may forfeit participation points.

We are Rio. Learning, living, and working in the community are vital to our Mission at URG/RGCC. The COVID-19 pandemic and the risks posed to our community and the world require that each of us observe heightened well-being and safety measures in the coming academic year. Your safety, health, and well-being, as well as that of our faculty, staff, and guests to campus are our primary concern, and we want to support you in any way that we can. We have expectations that you act responsibly in order to mitigate risk to others. We cannot fully eliminate risk—no one can; however, we can and should mitigate risk. Keep in mind that wearing masks on campus may be mandated and that social distancing should be maintained when possible.

**Email Communication:** To avoid messages from being filtered/not delivered, all student and faculty communication should be restricted to official university supplied email addresses. If you need a call back, please include a phone number in your email message. Email messages should always be professional and include your full name and course information (course and section #).

**Incomplete Grades:** Student must meet the requirements for an incomplete grade and submit a completed application (available from the registrar) for an incomplete grade, including an explanation for the request and documentation. The university charges a fee for incomplete grades. The application should be submitted to the instructor before the beginning of finals week.

**Course Survey:** Student are expected to complete a course evaluation survey before the end of the semester through the online evaluation system. Course survey information is requested before the end of the semester, but survey results are withheld from instructors until after grades have been submitted. Course evaluations are necessary for the school’s accreditation and assist with the institutional assessment and future planning.

## **ACADEMIC SUPPORT SERVICES**

**Accommodations and Student Accessibility Services:** Students who wish to receive reasonable accommodations due to a qualifying ADA disability, should contact the Office of Accessibility to learn more about requesting accommodations. Students must be registered with the Office of Accessibility in order to receive accommodation services. Those interested in learning more about requesting accommodations or who are not certain whether they have a qualifying disability may contact Stephanie Alexander, PhD, Director of Academic Support Services and Student Accessibility at: [accessibility@rio.edu](mailto:accessibility@rio.edu) or (740) 245-7366. The Office of Accessibility is located in the Academic Support Services Suite, Suite 08, on the ground floor of the Jeanette Albiez Davis Library. The Office of Accessibility offers virtual, phone, and face-to-face appointments.

**Tutoring and Writing Assistance:** The Michael V. and Flora Jenkins Academic Center offers free tutoring in many subjects as well as writing assistance, basic skills instruction, and an open computer lab to all Rio students. To schedule a tutoring appointment or to learn more about tutoring services, contact Kelsey Doughman, MEd (tutoring coordinator and professional math tutoring specialist) at (740) 245-7176 or [jenkinscenter@rio.edu](mailto:jenkinscenter@rio.edu). To schedule a writing assistance appointment or to learn more about using the Jenkins Center “OPS” (online paper service), contact

Adam Hollingshead, MA (professional writing specialist) at (740) 245-7333 or [jenkinscenter@rio.edu](mailto:jenkinscenter@rio.edu). The Jenkins Academic Center is located on the ground floor of the Jeanette Albiez Davis Library. The Jenkins Academic Center offers tutoring and writing assistance in virtual, phone, and face-to-face formats.

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**ACADEMIC HONESTY & INTEGRITY:** As educational institutions, the University of Rio Grande and Rio Grande Community College seek to nurture a high standard of academic honesty and integrity in students, faculty, and staff. All persons are expected to present and represent their own original work and to fully and properly credit sources of information used in the preparation of their own original work. Any person committing an act of plagiarism, cheating, attendance fraud, or other form of academic dishonesty is subject to the fullest measure of consequences, including course failure and suspension. Repeated violations will subject the student to automatic academic suspension with failing grades for not less than one academic year. Failing grades assigned because of academic dishonesty will not be eligible for forgiveness under the Academic Policy.

**ADA POLICY:** If a student wishes to be identified as having a physical, mental, or learning disability, that may or may not require reasonable accommodation(s), he/she must register with the Office of Accessibility. These registered students should identify themselves to their instructors and provide a written statement from the Accessibility Office that indicates the appropriate accommodations. The process of a student self-proclaiming the need for accommodation should occur as early in the semester as possible. The Office of Accessibility phone is 740-245-7439 and is located in Rhodes Hall, Room 118, University of Rio Grande.

**MENTAL HEALTH SERVICES:** As a student, you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce your ability to participate in daily activities. Services are available to assist you with addressing these and other concerns you may be experiencing. Contact the Office of Accessibility (740-245-7439) to learn more about the confidential mental health services available to you.

**FERPA:** The University of Rio Grande and Rio Grande Community College are committed to fully respecting and protecting the rights of students under the Family Educational Rights and Privacy Act (FERPA). These rights generally include the right to inspect, review and seek amendment to the student's education records and the right to provide written consent before personally identifiable information from education records is disclosed. Under FERPA, students have the right to file a complaint with the US Department of Education concerning alleged failures to comply with FERPA. Please see the Student Records Confidentiality/Rights Under FERPA section of the Student Handbook for details and more information.

**COPYRIGHT:** Materials used in association with this course may be copyright protected. These items are provided for educational purposes and are intended for the use by only those students officially enrolled in the course. Individuals may not copy, duplicate, download, or distribute any of these items outside this course without first considering United States copyright law (Title 17, US Code) and Rio Grande's copyright-related policies.

**WITHDRAWAL:** See the Student Handbook for withdrawal information and the current university course schedule for last day during the semester to withdraw from course.

**\*\* This syllabus is not to be construed as a contract with the student and may be subject to change\*\***