COURSE SYLLABUS – Spring 2014

COURSE TITLE: **Computing Logic**
NUMBER/SECTION: **CINS 113 – 40C**
CRN: **51691**

School: Business **Program**: Computer Information Systems

Days: Tuesday **Time:** 12:30 pm – 3:20 pm
Building: Coliseum Campus **Room:** CC2312

CONTACT INFORMATION

Instructor:
First Name: Kristopher
Last Name: Roberts
Phone Number: 260-482-9171 x2527
Email (Ivy Tech Email): kroberts100@ivytech.edu
Office/Campus Location: Coliseum Campus, Room CC2334
Office Hours: By Appointment

Instructor's Supervisor:
Name: Joan M. Heise, Ph.D
Title: Program Chair, CINS & CS
Phone Number: 260-480-4282
Email (Ivy Tech Email): jheise@ivytech.edu
Office/Campus Location: Coliseum Campus, Room CC2336

Most technical issues can be solved with a quick phone call. If you need technical help with Campus Connect, Blackboard, or email, contact Ivy Line at 1-888-IVY-LINE (1-888-489-5463) and select option 4.

COURSE OUTLINE OF RECORD

PREREQUISITES: Demonstrated competency through appropriate assessment or earning a grade of "C" or better in ENG 031 Reading Strategies for College I or ENGL 083 Reading Strategies for College

SCHOOL: Business
PROGRAM: Computer Information Systems
CREDIT HOURS: 3
CONTACT HOURS: Lecture: 3
DATE OF LAST REVISION: SPRING, 2013
EFFECTIVE DATE OF THIS REVISION: FALL, 2013

CATALOG DESCRIPTION: Introduces the student to algorithms, logic development and flowcharting as tools used to document computer logic. Students will study math concepts and the importance to computer development. Included areas of study are base numbering systems, truth tables, logic and relational operators. Other concepts covered are order of precedence, decision trees, security, different types of language approaches, and scripting. Students will practice skills such as listening, team building, work ethic, communications, documentation, and adaptability. Concepts will be demonstrated using basic scripting and simple programming code.

MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to:

1. Build and test simple programs
2. Understand Computer Logic
3. Apply basic algorithm design tools.

COURSE CONTENT: Topical areas of study include:

- Problem Solving Techniques
- Computational Concepts
- Computer Logic

REQUIRED TEXT & MATERIALS

Title: COMPUTER MATH PROBLEM SOLVING FOR INFORMATION TECHNOLOGY W/SSM
Author: Reeder
Edition:
Publisher: Pearson Custom
ISBN: **9781269388627**

ADDITIONAL SUPPLIES:
Flash/USB/thumb drive, 256 MB or greater
Earphones or Earbuds are required for listening to online videos.

How to Order Textbook/Materials
All books and materials, unless otherwise noted, may be purchased from the bookstore on your local campus or via Ivy Tech online bookstore. To order the texts required for this class or any other course, go to http://www.ivytech.bkstr.com   . Students can order all books and materials for all courses from this site – regardless of whether it is an online or on-campus course.

It is advised that students order textbooks and materials *before* the start of the semester. Students should use a copy of their course schedule to accurately order books and materials. Course schedules can be printed from Campus Connect by logging in at http://cc.ivytech.edu

Course Announcements
It is expected that all students will regularly check the course announcements and their Ivy Tech e-mail accounts (located in Campus Connect) and/or Blackboard messages as indicated below. It is recommended that students log into their course and also check email at least every 48 hours. Email is the PRIMARY method that the college will utilize to contact students. Instructors may use other communication tools, so students should *read the Course Communication* section of this syllabus for specific details.

COURSE POLICIES & PROCEDURES

Due Dates & Deadlines
The Syllabus and Course Calendar are two important tools to help students understand the course, student and instructor expectations, and deadlines. Both documents can be found under the "Start Here" button in the course within Blackboard.

Students are required to submit work on time for a chance to receive credit. Deadlines for each week/assignment are summarized on the course calendar. Students should check the calendar frequently for deadlines and to be aware of what to expect next. Deadlines are subject to change.

Students are responsible for timely assignment submission. Should a computer system or network go down, students must still turn in work in a timely manner. Don't wait until the last minute. Plan ahead by seeking alternative means for submitting work before needed. Local libraries and all Ivy Tech Community College campuses may serve as alternative resources.

If you are having trouble in the class, talk with your instructor, BEFORE the deadline for any assignment.

Attendance Policy – Don't Get Dropped from Class!

Missing class is the number one reason for poor performance. You are expected to attend all class meetings each week. If you should miss a class you are NOT excused from any assignment due for that particular class meeting.

While it is important to be timely and on-schedule throughout any course, students need to be aware of an important college policy. Ivy Tech performs administrative drops for students who do not attend class early in the semester.

To avoid being dropped for non-attendance, students must attend at least one class prior to the following date: January 25, 2014

Instructional Method
This is an instructor led course. This course consists of in class lectures/demonstrations, hands-on assignments, discussions, quizzes, and examinations. Each week's assignments and readings are summarized on the Course Calendar, accessed from the "Start Here" button in Blackboard. There will be class time provided to work on the course assignments with instructor assistance if needed.

Grades
All grades will be maintained in the Blackboard online grade book. Students are responsible for tracking their progress by referring to the online grade book. Students can generally expect to receive grades and feedback within seven days of submission. If exceptions occur, the instructor may notify students of changes to this expectation.

Make-Up Policy
Late assignments will be assigned a grade of "0" unless a student has received prior approval from the professor.

Absence from class does not imply an extension of any deadline or permission to make up any quiz or assignment. Ask your instructor if you are expected to notify him or her in advance about your absences.

If a student has a problem or scheduling conflict that prevents the student from submitting an assignment on time, the student should contact the professor immediately. The professor will determine if the seriousness of the problem warrants an extension on the assignment. Unless absolutely unavoidable, students need to contact their instructor *before* missing the deadline – not after.

Instructors have the right to decline to accept work for credit after a deadline passes with a few specific exceptions, including but not limited to:

- If there is an outage of the Blackboard system that is verified by central system administrators, instructors will provide an extension for students to submit work with no penalty.

- If the student has documentation of serious illness or death of a family member, instructors will work with the student to determine an alternate deadline.

Conduct:
Cell Phones in Class: Cell phones and pagers should be turned off when you are in class. If your cell phone or pager rings during class, points may be deducted from your grade. If you have unusual circumstances, you should talk to the instructor.

Any use of cell phones and pagers during a quiz or test is strictly prohibited. Any student who violates this policy will earn a zero on the quiz or test.

Last Day to Withdraw
If a student wishes to withdraw from this course, students are responsible for completing an official withdrawal form with the registrar. The contact information for your local registrar may be found by using the link in the HELP button in your course in Blackboard. The last day to withdraw from this course is: April 12, 2014

COURSE COMMUNICATION

Instructor Commitment
Ivy Tech Community College instructors are committed to responding to students within 36 hours, including weekends. If a student sends communication, but does not receive a response, they should check that they used the correct communication method and that the correct location is being checked for a reply. Students may contact their local Distance Education Support with questions.

NOTE: Messages are very different from Email. Students should carefully review the information below to ensure they are sending and receiving course communication properly.

Email: all students must use the email function of the course for course-related communications. Students can send email from within the course in Blackboard, but will not receive responses inside the course. All emails are received in the Campus Connect email system. Students can also use the Campus Connect email system to send email.

To access email from within the course:
1. Log into Blackboard & enter the course.
2. Click on 'Communication & Tools', then send email.
3. Please DO NOT use the MESSAGES feature inside Communication & Tools.
4. Select "All Instructor Users" to email the instructor.
5. To send an email to another member of the class, choose Select Users and choose the name(s) from the list. Use the right-facing arrow to move the person into the "recipient" box.

To access Campus Connect, go to: http://cc.ivytech.edu

Online Communication Etiquette:
Students are expected to uphold their responsibilities in terms of appropriate and professional communication with faculty and peers. Please review the 'Students Rights and Responsibilities' section of the student handbook and review common netiquette (Internet etiquette) practices, like those found at: http://www.albion.com/netiquette/   .

ASSIGNMENTS & GRADING

How is my grade calculated?

Your grade in this course is determined by the following criteria:

Percentage	Graded Assignments
50%	Homework Assignments
30%	Quizzes
20%	Midterm/Final Exam
Total Points 900	

NO make-up work or extra credit will be available at any time during the course.

Grading Scale

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Below 60%	F

Course Exams
In order to give students adequate time to complete exams you MUST show up on time the date of the exam. Arriving late is a detriment to your performance as well as a distraction to your fellow students. Late arrivals will not be afforded additional time.

Assignments
Instructions for all assignments (Quizzes, Text Book Assignments, Exams, etc.) and other information are in the current class session in Blackboard. Due dates for these assignments are on the course calendar (in the Start Here content area in Blackboard). Late assignments will not be accepted.

ADDITIONAL SUPPORT

Optional Campus Support
The Center for Academic Excellence (CAE) at Ivy Tech Community College-Northeast provides academic support services at no cost to current students. Our primary objective is to assist students through one-on-one tutoring and open lab assistance as well as supplemental instruction and test review sessions.

The CAE works to foster transformation through education consistent with Ivy Tech Community College's mission and values. By empowering student learning, supporting student achievement, and celebrating student success, the CAE fulfills its commitment to our students and their pursuit of academic excellence.

Scheduling Desk   (260) 480-4262

Library

The Ivy Tech Library is available to students on- and off-campus, offering full text journals, books, and other resources essential for course assignments. The Library can be accessed from the "Library" tab in Blackboard or from the "Library" tab in Campus Connect.

Click for Help
Log into Blackboard at http://online.ivytech.edu and visit the "Click for Help" tab for information about computer downloads. This tab provides students with important computer information, including security software, viewer software for users without Microsoft products, Adobe Reader, Flash player, Java, and more.

ADA Statement
Ivy Tech Community College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If students need an accommodation because of a documented disability, please contact the Office of Disability Support Services.
Disabilities Services
Students with questions or needs for disabilities support services should contact their local Disabilities Support Services director/coordinator. In the future, it is recommended that students contact Disabilities Support Services at least 30 days before the start of the semester.

Disabilities Support Contact:
Name: Todd Nichols, Director
Phone Number: 260-481-2210
Email (Ivy Tech Email):   wnichols3@ivytech.edu
Office/Campus Location: North Campus, Harshman Hall
                                          Rooms HM1714 and HM1710

Academic Honesty Statement
The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests, or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

Copyright Statement
Students shall adhere to the laws governing the use of copyrighted materials. They must insure that their activities comply with fair use and in no way infringe on the copyright or other proprietary rights of others and that the materials used and developed at Ivy Tech Community College contain nothing unlawful, unethical, or libelous and do not constitute any violation of any right of privacy.

Right of Revision
The college reserves the right to change any statements, policies or scheduling as necessary. Students will be informed promptly of any and all changes.