cit@WKU
Computer Information Technology

SYLLABUS
(Fall 2021 Class)
Course: CIT 330 Systems Development I
Faculty: Ismail Abumuhfouz

Course Catalog Description
Emphasis on developing structured system applications and program logic. Assumes no prior experience with system development and does not focus on any particular language.

Credit Hours: 3
Prerequisite: CIT 300

Objectives and Learning Outcomes
The course main objective is to learn to:
- Analyze and design strategies for solving basic programming problems.
- Use primitive data types, selection statements, loops, methods to write programs.
- Write programs to solve a variety of problems in math, science, business, and games.
- Identify store, process, and sort data arrays.

Upon completion of this course, students will be able to:
- Apply the steps in the development of a program to solve a stated problem.
- Distinguish and use variables of basic data types.
- Develop algorithms with certain degree of complexity.
- Apply the principles of current programming techniques

Welcome!
Welcome to CIT 330 – Systems Development I. My name is Ismail Abumuhfouz and I am anticipating a rewarding, fun experience for all of us with the primary focus being that you have an opportunity to learn about system architecture.

Class Location/Times
- **This class is delivered in online format.**

Class Expectations

- Students are expected to read the scheduled week topics/materials from Monday to Friday.
- Students are expected to answer their weekly assignments from Monday to Sunday.
- Students are expected to come with questions from their reading.
- Students are expected to have access to reliable Internet connections. The main class webpage is available at the following websites:
  - https://blackboard.wku.edu
  - https://www.vlab.academy

Required Material(s)

Required Textbook: This class requires the student to obtain access to the website: https://www.vlab.academy (Please, use Google Chrome to access it). The website provides an interactive book called "Introduction to Programming - C " and a group of tools that can help the student to practice the class exercises and labs. The website allows the student to read the book's contents while interacting with it, such as, checking the examples' output, modifying the provided code, answering exercises, writing lab code, and checking grades. Everything will be done online and in one place.

This course participates in The WKU Store's Day One Access program. Which is designed to provide immediate access to required materials for all students at prices cheaper than any other option. The required textbook will be delivered to you automatically by enrolling in this course unless you choose to opt-out. The WKU Store will automatically bill your Student Billing account, and you will see a charge appear under this Term along with Tuition and Fees ("Account Summary by Term" under the Student Services tab). It will be labeled as "The WKU Store Purchases". This will happen after the Add/Drop period. For more information on this program or to opt-out of participation, go to the following information page, http://www.wkustore.com/t-day-one-access.aspx.

Instructor Information

Name: Ismail Abumuhfouz
Email: ismail.abumuhfouz@wku.edu Office
Phone: 270-745-3653
My office hours are as follows:

- Monday and Wednesday from 1:00 PM -2:00 PM. Tuesday from 09:30 am -10:30 am.

Electronic Communication

The best way to communicate in this class is through email:

- All communications should be done through your WKU email. No personal email, please.
- For a prompt response, type the CIT 330 in the subject line of the email. E-mail labeled in this manner receives higher priority.
- I check my email several times a day during the weekdays, Give me at most 48 hours to respond to your email.
- Note that if you try to contact me late on Friday, you will likely not get a response until late Sunday or Monday.

Class announcements other than those published on the class schedule are done through email, please check your email regularly! YOU are responsible for all emails sent to your University account. Check your email often!

Assignments & Point Values

Your grade for this course will be determined according to the following scheme:

Activities	Points Possible
Mini Lab Assignments	370
Chapter/Sections Exercises	130
Midterm Exam (Proctored)	200
Comprehensive Final Exam (Proctored)	300
Total Points Available	1,000

The grading scale that will be used is:

- A = 900 – 1,000 points
- B = 800 – 899 points
- C = 700 – 799 points
- D = 600 – 699 points
- F = 0 – 599 points (or cheating)

Please see the Course Master Schedule in the Start Here section of Blackboard for more details.

Please be sure to review your grades right away; corrections will not be made more than seven days after the initial grade is posted.

Assignment Submission

- All work submitted by students must follow the assignment guidelines or points will be deducted.
- Labs, exercises and exams assignments must be submitted online via Vlab.
- Any student found cheating or copying from another student's work, or found to have plagiarized from other material (or using any materials for an assignment not completed by that student) will receive a grade of 0 for the assignment in question, and may face further disciplinary action according to university policy

Academic Dates

To determine important academic dates such as the last day to drop with a W, or the final exam schedule, please see http://www.wku.edu/registrar/academic_calendars/

Activities

There are four major activities in this course. A brief explanation of each activity is as follows:

- Lab Assignments – You will complete weekly assigned readings and Labs.
- Complete Quizzes over Chapters read.
- Proctored midterm exams during the semester.
- Final Exam – The proctored final exams will be comprehensive and administered as scheduled by the university.

Final Exams

All CIT exams must be proctored. While you may be able to use the proctor of your choice at the location of your choice, you must register with the WKU testing center in order to have your proctor approved (see http://www.wku.edu/testing/ for more details). Note **that you must pre-register with the testing center before taking the exam, which is usually no less than 10-days prior. I highly suggest that you register early**. **Final exams must be taken during final exam week. You may choose Monday through Wednesday during finals week to take the exam.**

As the final exam is an assessment and not a learning activity, correct answers are not provided. However, if you wish to review your exam, it will be made available to you.

However, as with other on-campus final exams, you must know that student review can only be accomplished on-campus (Bowling Green), in a proctored environment, during a full term (fall and spring) following that of the exam's administration. This step is necessary to protect the integrity of the exam.

Also, since the final exam is an assessment, your score will likely be lower than you have previously experienced with the learning activities. Therefore, after completing the exam, your overall average will likely go down, not up. This means you need to be sure and complete all of the learning activities as assigned in order to have a very high average before taking the final.

Attendance Policy

Because this is a hybrid course, you are expected to show up for the class on Friday and do most of the work online. I strongly encourage you to remain actively involved in this course. Some suggestions for doing this are:

1) check your WKU email and Blackboard regularly for course announcements and information;
2) stay abreast of all due dates as they are added to the course schedule on Blackboard;
3) complete all work on time and to the very best of your ability.

Ogden Student Course Attendance Statement

The faculty and staff of Ogden College of Science and Engineering are committed to providing you with learning experiences and opportunities. You must assume ownership of your education and be an active participant in the classroom and laboratory to take advantage of these opportunities. Active participation requires you to attend. Scientific studies have shown that attendance during scheduled classroom and laboratory meetings is directly correlated to your performance on assignments and exams and the potential to earn higher grades. Additionally, if you do not regularly attend class, you are missing important information about course topics, due dates, and assignment details that are crucial to your success in the course. Therefore, as a student enrolled in an Ogden course, you are expected to attend every class meeting and to inform your instructor regarding the reasons for any absences as soon as practical. Your instructor may incorporate class attendance/participation as part of the grading criteria.

Instructor Feedback

In general, I will post weekly grades no later than the Wednesday following the end of the class week. I tend to comment little if you are doing well (>80%) and comment more if you are not (< 80%). However, at any time if you have questions about any comments and/or grades, please contact me within three or four days at most while the issues are still fresh in both our minds. This will help to iron any issues out as soon as possible.

In the event a Blackboard grading rubric is used, that is your feedback. Again, if you have additional questions, contact me as soon as possible.

Also, if I mistakenly note you as missing any assignments and you did submit them, please immediately let me know the time and date you posted. I will be very, very happy to download the post and correct my records. I will not make changes to grades after one week of posting.

Non-Graded Assignments

Some activities that you will complete during the course are ungraded or carry no point value (like reading assignments). However, it is very important that you complete these activities. Non-completion of these activities may negatively impact your graded work.

Incompletes

All incomplete requests must follow school guidelines. See the University catalog.

Extra Credit

There is no extra credit or make-up work as the class assignments reflect what is required for successful completion of this course.

Academic Standards

I expect all students to support the same respect for individuals, commitment to issue and problem resolution, and open communication and feedback as in any learning environment.

Specifically, all students are expected to:

- Accept responsibility and accountability for all use actions and content posted to any online classroom, public meeting, or personal inbox (email).
- Maintain the same ethical standards expected in a collaborative, academic environment.
- Demonstrate respect for all faculty, students, and staff regardless of age, race, gender, religion, national origin, veteran's status, disability, or sexual orientation.

In the online environment, the following will not be tolerated:

- Harmful, threatening, libelous, or abusive content
- A profanity of any kind
- Copyright infringement or violation of patent, trademark, proprietary information, or confidentiality agreements
- Misrepresentation of identity through alteration of inbox (email) names
- Posting unsolicited advertisements to public meetings or private inboxes (no spamming)
- Transferring computer viruses, intentionally or unintentionally, or other code that disrupts or interferes with other users' use of the online environment or personal computers, systems, or networks.

Honesty

I highly value academic honesty. A student must always submit work that represents his or her original words or ideas. If any words or ideas are used that do not represent the student's original words or ideas, then the student must cite all relevant sources. The student should also make it clear the extent to which such sources are used.

Words or ideas that require citation include, but are not limited to, all hardcopy or electronic publications, whether copyrighted or not and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

All submissions to any public meeting or private mailbox fall within the scope of words and ideas that require citations if used by someone other than the original author.

Academic dishonesty in an Online learning environment could involve the following:

- Having a tutor or friend complete a portion of your assignments
- Having a reviewer make extensive revisions to an assignment
- Copying work submitted by another student to a public class meeting
- Using information from on-line information services without proper citation

Any of these practices could result in charges of academic dishonesty. Sanctions range from failing assignments or class grades to expulsion.

I consider academic honesty a very serious issue. I will fail students that I discover are not adhering to the above guidelines.

Class Navigation

Go to https://wku.blackboard.com/ and follow the login instructions (usually available by the first day of class). This site will be the primary gate to vlab system where you can perform all the quizzes, homework, labs and exams. It allows you also to check the grades, announcements, reading materials, and other supplemental course information that you will need. Please be sure and check this site regularly.

Computer Access

This class requires each student to make use of several software packages, various other software tools and the Internet. All required resources are available either in the general Student Computer Labs across campus, on WKU Extended campuses, and typically, at public libraries. Lack of hardware, software and Internet connectivity at home to complete any assignment is not an acceptable reason for not completing work. You may work from any location you prefer (home, work, etc…), but you will need access to MS Office software.

Technology Issues

School servers are unavailable from time-to-time. Accordingly, I will accept e-mailed assignments to my personal mailbox for time-stamping purposes only. However, once Blackboard is available to you, in order to receive a grade, the assignment must be posted to the appropriate submission area.

For comments/complaints about technology issues (for example, Blackboard exam problems), please contact the Office of the Chief Information Technology Officer (270745-2243).

Late Assignments

Due to the nature of this course and based upon my teaching experience, it is critical that you are timely in submitting the assignments. Since all assignments are made available before they are due, no late work will be accepted for any reason. Again, no late work will be accepted for any reason. Please do not wait until the last minute to do your assignments; no late work will be accepted for any reason.

Cancellations

If you are dropped for any reason (lack of payment, etc.), your access to Blackboard may be terminated. In this event, you will **NOT** be permitted to make up on-line course assignments/activities during the time you lost access to Blackboard.

Grievance Process

If you are unhappy with any aspect of the course, please contact me via email with a detailed explanation of the problem. I will do my best to help resolve the issue. If you are still unsatisfied, please contact the program coordinator, Dr. Mark Revels, at mark.revels@wku.edu.

Schedule Exceptions

I will not approve any schedule exceptions.

WKU Covid-19 Mask Statement

Out of respect for the health and safety of the WKU community and in adherence with the CDC guidelines, the University requires that a cloth face covering (reusable or disposable) that covers both the nose and mouth must be worn at all times when in public areas within all buildings. Students must properly wear masks face coverings while in class regardless of the room size or the nature of the classroom activities. Students who fail to wear a face covering mask as required will be in violation of the WKU Student Code of Conduct and will be asked to comply or will face disciplinary action, including possible dismissal from the University. Accommodations to masks face coverings must be determined by the Student Accessibility Resource Center and documented before a student may attend class.

Title IX Misconduct/Assault Statement

Western Kentucky University (WKU) is committed to supporting faculty, staff, and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf and Discrimination and Harassment Policy (#0.2040) at https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.

Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone

who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

ADA Accommodation Statement

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-7455004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu . Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

Instructor reserves the right to change syllabus as needed during the course