
ITS 128 Course Syllabus

Introduction to Problem Solving
Business Education Department
Kapi'olani Community College
Michael Paulding, Spring 2012

Instructor: Michael Paulding
Email: mpauldin@hawaii.edu

(Students should expect a response to their email within 24 hours, excluding weekends and holidays)

Classroom: Mamane 104

Meeting Time: Tuesdays/Thursdays: 9:15 – 10:30am

Supplemental Materials on Laulima: <https://laulima.hawaii.edu>

CRN: 33708

“Office” Hours: Mamane 103 (BLT: Business, Legal, Technology computer lab)

Mondays	12:30pm – 1:30pm 4:00pm – 5:00pm (Kopiko 126)
Tuesdays	12:30pm – 1:30pm
Wednesdays	12:30pm – 1:30pm 4:00pm – 5:00pm (Kopiko 126)
Thursdays	12:30pm – 1:30pm
Sundays	8:00pm-9:00pm Blackboard Collaborate (online) http://tinyurl.com/michaelpaulding
Other times by appointment	

**Please note that office hours will be held in the computer lab, Mamane 103, for several reasons:

1. The technology required for ITS 128 is loaded on all machines
2. The lab is a lively and open environment where students can collaborate and ask questions together
3. We don't have to squeeze into my closet-sized office ☺

**If you would like to have an individual meeting, please feel to email me and we will schedule an appointment together.

Office: Kopiko 118

Office Phone: 734-9308

Office Fax: 734-9147 (shared fax machine – please include your name and mine on any transmitted documents)

Course Objectives: ITS 128 is an introductory course in the development of problem solving and logical skills used in a business computing environment. Step-by-step logic are diagrammed into flowcharts and implemented in computer programs in a language deemed most appropriate for this course. Emphases are on valid solution designs and correct

language syntax usage. Basic programming structures and concepts, common to all programming languages, are major components of this course.

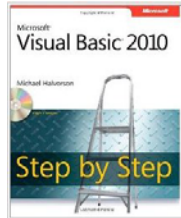
Upon successful completion of ITS 128, a student should be able to:

- Identify flowcharting and programming as problem-solving processes
- Describe the steps in the development of a solution to a computing problem
- Implement the basic constructs (sequence, decision, and looping) of a structured solution to solve a problem
- Develop logic in the form of block flowcharts to solve a problem
- Analyze block flowcharts for validity
- Translate the block flowchart into a program using a programming language appropriate for the course
- Debug programs to ensure accurate results
- Design system flowcharts
- Write effective software documentation

Prerequisites: Both of the following prerequisites should be satisfied.

- 1) Qualification for ENG 22, ESOL 94, or higher
- 2) Qualification for MATH 24 or higher

Required Textbook:



- 1) “Microsoft Visual Basic 2010 Step by Step”, 1st Edition, Halvorson, M., Microsoft Press, ISBN-13 978-0735626690

Required Study Aids: A flash/jump/thumb drive or other suitable media compatible to both KCC’s and your home computer (as your computer work will be done at both places)

Grading:

Exam 1	20%
Exam 2	20%
Final Exam	25%
Projects	25%
In-class Exercises/Quizzes	10%

TOTAL	100%

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

- No makeup exams will be given without documentation of extenuating circumstances. Please email me regarding your absence.
- Each project submitted late will have its grade reduced by 25% for each week (or portion thereof) that it is late. No project will be accepted after graded projects are returned to students.

Academic Honesty Policy:

All course work must represent the knowledge and understanding of each individual student. Activities that result in submission of completed work not representing each student's true understanding of course material is prohibited. You are not permitted to copy assignments from any source. You may discuss the nature of a problem with others, but must give your own original answers for all assigned work. Students caught cheating will be subject to disciplinary action at the discretion of the instructor. Disciplinary action may include a grade of F for the course and a report of offense to the appropriate college authority for further prosecution.

Course Policies:

1. Class attendance and participation are crucial for successful completion of the course. In class assignments and quizzes will be given on a regular (weekly) basis. Those students who are present will receive credit for the exercise, while those absent will have a zero recorded.
2. "No shows", who do not officially withdraw through Admission and Records will receive "F" for the final grade. If you need to withdraw from the class for any reason, make sure you do before the official withdrawal deadline date.
3. Students are expected to behave and to put forth their best effort towards the class. Behavior that interferes with another student's learning will not be tolerated.
4. Plagiarism will not be tolerated. Plagiarism includes but is not limited to submitting, to satisfy an academic requirement, any document that has been copied in whole or part from another individual's work without identifying that individual. Failure to adhere to this standard will result in a grade of "F" for the course.
5. If you are a student with a documented disability and have not voluntarily disclosed the nature of your disability and the support you need, you are invited to contact the Disability Support Services Office, Iliahi 113, 734-9552 (V/TTY), or email kapdss@hawaii.edu for assistance.
6. **If, for any reason, you are unable to fulfill the requirements for this course, talk to your instructor or your counselor.**
Do not assume that if you simply stop attending classes your instructor will drop you from the course. School policy prevents an instructor from dropping a student

without his/her permission. If you do not officially withdraw from the course, your instructor is required to give you an F for the course. This will remain on your college transcript permanently. If you cannot complete the course, please obtain the necessary ADD/DROP form from the Admissions office and have your instructor sign it.

Important Student Information Business, Legal & Technology (BLT) Department

STUDENT RIGHTS AND RESPONSIBILITIES

In instructional activities, students are responsible for meeting all of the instructor's attendance and assignment requirements. Failure to do so may affect their final grade. In all college related activities, including instruction, they must abide by the college's codes and regulations, refraining from behavior that interferes with the rights and safety of others in the learning environment. Finally, if they decide to file a grievance, they are fully responsible for providing proof that they have been wronged.

ELECTRONIC COMMUNICATION

For the consideration of classmates, beepers must be turned to vibrate during class sessions and cell phones must be turned off. Check your messages between classes or during the break.

EMAIL--University of Hawai'i Policy on Email Communication

The electronic communications policy adopted in December 2005 establishes the University of Hawai'i internet service as an official medium for communication among students, faculty, and staff. Every member of the system has an @hawaii.edu address, and the associated username and password provide access to essential web announcements and email. You are hereby informed of the need to regularly log in to UH email and web services for announcements and mail. Failing to do so will mean missing critical information from academic and program advisors, instructors, registration and business office staff, classmates, student organizations, and others. For more information go to MyUH at <http://myuh.hawaii.edu>.

WORK AREA/WORKSTATIONS

In consideration of other classroom users, please restart computers, clear workstation area of all rubbish, and return chairs to their proper position at the end of each class session.

WITHDRAWAL

The last day to withdraw from this class is noted on the academic calendar and deadlines at the KCC website, www.kcc.hawaii.edu. Please check this site for the latest updates. It is your responsibility to withdraw via the Web or obtain the withdrawal form from the Kekaulike Information and Service Center (KISC), formerly Admission, Records, and Financial Aid offices, or from your counselor. It is to your advantage to consult with your counselor for available options. Note: If you are enrolled in only one course at the College, withdrawing from that course also withdraws you from the College.

STUDENT CONDUCT CODE

The University expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution; to respect the rights, privileges, and property of others; and to observe national, state, and local laws and University regulations. For more information, please refer to "Student Conduct Code," Kapi'olani Community College General Catalog.

AUDIO AND VISUAL RECORDINGS

Prior permission of the instructor is required for audio and/or visual recordings of lectures or class presentations. Student initiated recording(s) and use of any electronic means of

capturing or transmitting lectures or class presentations are prohibited and may be subject to disciplinary action by the College. For more information, please refer to "Student Conduct Code," Kapi`olani Community College General Catalog.

PLAGIARISM/CHEATING

Any student, including collaborators, who cheats or plagiarizes on any quiz, exam, or assignment will receive a "zero score" and will be asked to withdraw from class. If you turn in someone else's work or reformat another person's work as your own, it is cheating. You may not share disks, files, or printouts. Be honest with yourself and with others. If you have concerns, please discuss them with your instructor. For more information, please refer to "Student Conduct Code," Kapi`olani Community College General Catalog.

DISRUPTIVE BEHAVIOR

Any student whose speech or actions intentionally are disrespectful, offensive, and/or threatening; interferes with the learning activities of other students; impedes the delivery of College services; or has a negative impact in any learning environment may be subject to disciplinary action by the College. For more information, please refer to "Student Conduct Code," Kapi`olani Community College General Catalog.

ILLEGAL DRUGS AND ALCOHOL ABUSE

In conformance with existing law, students are not permitted to manufacture, distribute, possess, use dispense or be under the influence of illegal drugs and/or alcohol as prohibited by State and federal law on campus. Students found in violation of this shall be subject to the provisions of the "Student Conduct Code." The university will cooperate with law enforcement agencies. For more information, please refer to "Student Conduct Code," Kapi`olani Community College General Catalog.

FINAL COURSE GRADE

Final course grades are usually posted on the web within a week after grades are due. Grade reports are not mailed to students. Check MyUH at <http://myuh.hawaii.edu> to view grades.

STUDENT SUPPORT SERVICES

For more information, please refer to "Student Support Services," Kapi`olani Community College General Catalog.

Academic Advising counselors assist students with course selection and planning towards graduation.

Cynthia Kimura advises BLT students, Kopiko 109, email ckimura@hawaii.edu, phone 734-9107. BLT counselors email declared accounting, information technology, marketing, and legal education majors important program/departmental/counseling information. Please read your @hawaii.edu email and use your @hawaii.edu email when contacting the counselors.

Disability Services provides support services to students with documented disabilities.

Extended time in a distraction-free environment is an appropriate accommodation based on a student's disability. If you are a student with a documented disability and have not voluntarily disclosed the nature of your disability and the support you need, you are invited to contact the Disability Support Services Office, `Ilima 103, phone 734-9552 (V/T), or email kapdss@hawaii.edu for assistance.

Kekaulike Information and Service Center (KISC) (formerly the Admission, Records, and Financial Aid offices) assists students regarding registration concerns, transfer credits, financial obligations, scholarships/ grants/loans, on campus employment, etc., `Ilima 102, email kapinfo@hawaii.edu, phone 734-9555.

Single Parents and Homemakers Program assists eligible single parents and displaced homemakers to gain marketable skills. Services include academic, career and personal counseling; referral networks; career/life planning seminars; financial aid; childcare information; and workshops/club activities. You are invited to contact the program in `Iliahi 201, email spdh@hawaii.edu, phone 734-9504.

TRIO-Student Support Services helps qualified low-income, first-generation students and/or students with disabilities to succeed in academics, attain their educational goal, or transfer to a four-year educational institution. You are invited to contact TRIO in `Iliahi 113, phone 734-9553.

Kahikoluamea counselors and peer advisors encourage and support first-year students in their transition to college and toward the successful completion of their academic courses. Services provided include peer counseling, tutoring, academic counseling, financial aid application assistance, and connections to programs and services, `Iliahi building, phone 734-9341.

Sample Only