CIS 402: Cobol

Course Syllabus – Winter 2021

Indian Hills Community College  
Advanced Technology

# Instructor Contact Information

Susan Wilson

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**Office:** **ATC (Ottumwa), Advanced Technology Center, Room 100**

**Course Meeting Dates: November 18, 2021 – February 22, 2022**

**Course Meeting Days/Times: MTWTH, 8:00 AM – 9:50 AM**

**Course Meeting Room Number: Room 116**

**Course Meeting Days/Times: MTWTH, 10:00 AM – 11:50 AM**

**Course Meeting Room Number: Room 116**

# Course Description

(Credits: 3) This course will introduce the student to structured COBOL programming language. The student will be presented with the language syntax and design concepts pertaining to COBOL. The student will write several application programs to reinforce discussion topics.

# Prerequisites

Required: CIS121 – Introduction to Programming Logic

# Required Materials

Students are expected to have all required materials by the first day of the term.

## Required Textbook

None Required

## Required Hardware

Laptop computer with minimum requirements

# Student Learning Outcomes

1. Define the four divisions of a COBOL program
2. Define variable definition structure
3. Define basic terminology
4. Write programs using structured logic
5. Write programs using single and multi-level control breaks
6. Apply IHCC coding standards in coding source programs
7. Utilize computational commands: compute, multiply, subtract, and divide in source programs
8. Utilize edit patterns for data manipulation in source programs
9. Create code for conditional logic using if and evaluate statements in source programs
10. Create hard coded one-dimensional tables for referencing in source programs
11. Utilize one-dimensional accumulation tables in source programs
12. Utilize conditional names, class, and sign testing for validation purposes in source programs
13. Utilize looping techniques including perform varying and while statements in source programs
14. Produce detail, control break, exception, and summary reports from compiled programs
15. Assemble error free programs
16. Debug programs using an animator
17. Create test data to thoroughly analyze output
18. Test programs for accuracy

# Computer Standards

Because Indian Hills Community College makes use of computer software and the Internet to communicate with students and conduct its courses, all students are required to be computer literate (proficient in the use of required computer hardware and software) and to have reliable access to a computer with an Internet connection. For specific requirements and expectations, please follow the **Online Computer Standards**: [www.indianhills.edu/onlinecomputerstandards](http://www.indianhills.edu/onlinecomputerstandards).

# Need Help?

* For questions related to the **content of this course**, please contact your instructor.
* For **technical assistance**, contact the IT Help Desk: [www.indianhills.edu/helpdesk](http://www.indianhills.edu/helpdesk).
* For **tutoring or writing assistance**, contact the SUCCESS Center: [www.indianhills.edu/success](http://www.indianhills.edu/success).
* For help with **library resources**, contact the Indian Hills Library: [www.indianhills.edu/library](http://www.indianhills.edu/library).
* To **drop or withdraw** from a course, contact one of the following:  
  Academic Advising: [www.indianhills.edu/advising](http://www.indianhills.edu/advising) | Registrar: [www.indianhills.edu/registrar](http://www.indianhills.edu/registrar)

# Library Services

Students are expected to make use of the wide variety of services and resources provided by the Indian Hills Community College Library as needed to complete projects assigned in their courses. Our librarians are glad to assist you in finding and accessing the resources you need. We encourage you to plan ahead to ensure you have sufficient time to access materials, conduct your research, and get help, if needed. See a list of services and contact information on the **Indian Hills Library** web page: [www.indianhills.edu/library](http://www.indianhills.edu/library).

# SUCCESS Center

The Indian Hills SUCCESS Center offers an extensive range of services to students, including writing assistance and tutoring in a variety of subjects. As a student, please make use of these services to get the help you need and to ensure your assignments are well-written and free of grammatical, spelling, and formatting errors. Contact the SUCCESS Center early to ensure you are able to receive assistance and feedback before your assignment is due. See a list of services and contact information on the **SUCCESS Center** web page: [www.indianhills.edu/success](http://www.indianhills.edu/success).

# English Language Learning Center

The Indian Hills English Language Learning Center offers a variety of services for all students for whom English is a second language. If you need assistance with English language acquisition, please contact the English Language Learning Center, located above the Library on the Ottumwa campus. See a list of services and contact information on the web page: [www.indianhills.edu/ell](http://www.indianhills.edu/ell).

# Course Policies and Procedures

1. Course Schedule: This course requires work according to a weekly schedule. It is not self-paced. Keeping up with the schedule is essential to your success. Your personal schedule must allow you to keep up with due dates for readings, online discussions, and any other assignments, as found in the Course Schedule in MyHills.
2. Late Assignments: Assignments that are submitted late without prior approval from the instructor will **not** be accepted. Plan ahead and avoid procrastination to ensure your assignments are submitted on time. Avoid waiting until the last day to do assignments.
3. Exams: Any missed exams will be rescheduled at the instructor’s convenience, and should be made up as soon as possible.
4. MyHills: Each week, be sure to work through all of the content in your course area in MyHills for that Learning Unit. You are responsible for all content (in-class or online), which may include lectures, readings, labs, discussions, quizzes, worksheets and exams.

**It is the student’s responsibility to contact the instructor for missed assignments.**

1. Read Instructions First: Instructors expect you to have read and worked through all assignment instructions before asking for help. Take ownership of your learning. If, after carefully reading all of the instructions and materials, you still have questions, feel free to contact us. We are glad to help.
2. Internet and Computer Access: This is a face-to-face course that requires a computer to complete lab assignments. Lab computers will be provided, but you will need your own flash drive to save your work. You may also use your own computer, but to do so requires special software, which will be provided to you at no cost. Be sure to back up your files and have a backup plan so you don’t miss assignment due dates.
3. Check Your Student Email Daily: You are expected to check your IHCC Student WebMail account **daily** to ensure you receive messages from your instructor, and respond in a timely manner. If the instructor will miss class for any reason, a class announcement will be posted on MyHills, along with an email to the student, detailing what the student needs to do for class that day.
4. Keep WebAdvisor Contact Information Current: If the instructor is unable to contact you due to problems with your email or out-of-date telephone information, you will still be responsible for the information. Keep your phone numbers current in WebAdvisor: [www.indianhills.edu/webadvisor](http://www.indianhills.edu/webadvisor).
5. Plagiarism: “the practice of taking someone else's work or ideas and passing them off as one's own”. Students are required to do their own work, which includes lab assignments, quizzes, worksheets and exams. Plagiarism will not be tolerated, and will result in the student(s) earning a zero for the assignment and possibly failing the course.
6. Incompletes: Be sure you can complete the course in the scheduled term. Incompletes will only be granted for true emergency situations – not for poor planning.
7. Technical Problems: It is each student’s responsibility to be proactive in resolving any technical problems he or she may encounter. The **IT Help Desk** ([www.indianhills.edu/helpdesk](http://www.indianhills.edu/helpdesk)) is ready to assist you. However, you must contact them right away when you encounter a problem, provide them with the information they need to assist you, and respond in a timely manner to any follow-up questions they may have for you. You should also be sure to let your instructor know when you are having a problem, as well as how and when it is resolved.
8. Mandatory Attendance: Regular and punctual attendance **is mandatory** in all Advanced Technologies Division courses. Student attendance will be recorded each day this class meets. A student missing class should immediately contact the instructor or a fellow student to find out what material was covered in class and if any assignments have been missed. The instructor will decide to accept late work or not. Communication between the student and instructor is most important, but it is the student’s responsibility to initiate such communication. Contacting the instructor before the missed class session is preferable whenever possible. Depending on the number of days a class meets dictates the number of unexcused absences that are allowed before procedures begin to administratively withdraw a student from the class or classes. Being withdrawn from class(es) may affect your academic and financial aid standing.

# Disability Services/Accommodations

Individuals with disabilities who require accommodations or special services should contact IHCC Disability Services for assistance. Services are available to students who need classroom accommodations, interpreters, and/or specialized equipment. Students enrolling in credit programs should make their requests for accommodations at the time they are applying for admission and preferably, no later than six weeks prior to the beginning of each academic term. All student requests are dealt with in a confidential manner. Students should contact the Ottumwa Disabilities Center by calling 641-683-5749. Centerville students should contact the Academic SUCCESS Center at 641-856-2143, ext. 2214 or email [disabilityservices@indianhills.edu](mailto:disabilityservices@indianhills.edu).

# Non-Discrimination Policy

It is the policy of the Indian Hills Community College not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C.§§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or complaints related to compliance with this policy, please contact Associate Dean, Student Development, 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5155, [equity@indianhills.edu](mailto:equity@indianhills.edu) (students, faculty and staff); Executive Dean, Centerville Campus and Learning Services, 683-5174, [learningservicesequity@indianhills.edu](mailto:learningservicesequity@indianhills.edu) (students with disabilities); U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661-4544, phone number (312) 730-1560, fax (312) 730- 1576, TDD number: 877-521-2172, email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).

# Course Schedule

Follow the **Course Schedule**, located in the Syllabus and Schedule area of this course in MyHills. **The Course Schedule contains the learning units and what order they will be presented (may be subject to change).** Be sure to follow it closely, as late assignments will **not** be accepted.

# Method of Evaluation

## Exams and Assignments

The student will be evaluated according to the criterion established in the instructional objectives.

Labs, worksheets, quizzes, and tests will collectively account for 100% of the final grade.

# College Assessment

Indian Hills Community College conducts assessment of student learning in order to determine whether students are meeting course, divisional, and institutional goals. From time to time, some of the activities and assignments that we do in the course may be used to assess these goals. While assessment results may be shared with others at the college, your personal results will remain confidential.

U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730- 1576.

# Grading Scale

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| --- | --- | --- |
| Letter | % Range | Meaning |
| A | 90-100 | Excellent |
| B | 80-89 | Above Average |
| C | 70-79 | Average |
| D | 60-69 | Below Average |
| F | 0-59 | Failure |

Updated: November 15, 2021

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