



<http://www.dmacc.edu>

CAMPUS NAME: Des Moines Area Community College – Ankeny Campus

COURSE TITLE: Introduction to COBOL

COURSE NUMBER: CIS402 (Independent Study)

SECTION NUMBER & CRN: ADS 18707

INSTRUCTOR INFORMATION

NAME: Joe Struss

EMAIL ADDRESS: jastruss@dmacc.edu

PHONE NUMBER: 515-612-4869 (prefer e-mail or text first)

FAX NUMBER: Not available

OFFICE LOCATION: Building 8, 1C

OFFICE HOURS/APPOINTMENTS: Monday and Wednesday Night by appt. only (e-mail first)

INSTRUCTOR INTRODUCTION: B.S. in Comp. Sci. / Psychology along with an M.S. in Education with emphasis on Computer/Video; both from Iowa State

INSTRUCTOR WEB PAGE ADDRESS: <http://www.itlearningpods.com/Cobol/>

BLACKBOARD: <https://go.dmacc.edu/online/Pages/welcome.aspx>
COBOL Blackboard Module

COURSE INFORMATION

SEMESTER/YEAR: Fall Semester 2014-15

DATE SYLLABUS CREATED AND/OR REVISED: Sept. 3, 2014

DAYS & TIME & LOCATION: Independent Study on Blackboard, Meets as Needed

COURSE DESCRIPTION & CREDITS:

<https://go.dmacc.edu/schedule/Pages/coursetext.aspx?CRS=CIS>

An introductory course in the COBOL programming language.

PREREQUISITES: Prefer to have had a class in Programming Logic

COURSE COMPETENCIES: <https://go.dmacc.edu/competencies/Documents/CIS402.pdf>

COURSE OVERVIEW: COBOL Programming Language Basics

STUDY TIPS: To do well in this class, you must do the Chapter readings and complete all of the programming assignments. Students are expected to devote three hours of study time for each class contact hour. A programming class takes extra time to produce computer programs and at least six hours of study and programming practice per week will be required for this class.

If you are going to miss any lecture, it is your responsibility to both contact the instructor beforehand (if possible) and also to obtain notes from a classmate as soon as possible. The content of this course builds on itself throughout the semester. Consequently, it is important that students master the early concept, as they will become the building blocks for concepts and materials used later in the course. Students should seek extra help (tutoring or attending weekly chat sessions) as soon as possible if they feel they are getting left behind on course materials.

HOW THE COURSE FITS INTO THE CURRICULUM: Part of Programming Languages Curriculum

TEXTBOOKS & MATERIALS

REQUIRED TEXTBOOKS & ISBN: COBOL for the 21st Century, 11th Updated Edition by Stern, Stern & Ley. Published by: WILEY ISBN: 978-1-118-73953-2

REQUIRED MATERIALS: Visual Studio – software (supplied by book or at dreamspark.com) also Visual COBOL Microfocus Download for Visual Studio (student download from microfocus.com/bridgethegap/)

OPTIONAL OR RECOMMENDED BOOKS/MATERIALS: SAMS Teach Yourself COBOL in 21 Days, Murdoch's Structured COBOL

SOFTWARE APPLICATIONS: Noted above- COBOL Visual Studio Compiler and Internet Access to Blackboard.

Software notice: "All the software used in this class is copyrighted; therefore, it is not for distribution, copying, or personal use. This software is the property of Des Moines Area Community College."

COURSE POLICIES

ATTENDANCE/PARTICIPATION: The class schedule includes classroom time for both the presentation and discussion of materials. Students are expected to have completed any assigned readings in preparation for the class and be prepared to discuss the assigned material. Attendance is encouraged and expected. **You must attend at least half of the classroom sessions in order to get a passing grade in the class.**

GRADING CRITERIA:

ASSIGNMENTS: There will be 5-8 assigned programming assignments which will have a specific DUE DATE when assigned. The DUE DATE will normally be Noon on the day that the assignment is due. Programs are expected to compile and run on their own without error. There will be a 25% point deduction for late assignments after Noon until class starts that evening. After class begins, assignments will no longer be accepted. Each programming assignment will be worth around 50 points each.

EXAMS: There will be 5-8 in-class quizzes normally at the start of class covering the previous week's material or current readings that will be worth about 25-50 points each. There will also be 3-7 discussion participation items worth 10-25 points each. Additionally there will be 1-3 in-class exams worth 75-150 points which also includes an in-class comprehensive final exam. No makeup quizzes/exams will be given without the prior approval of the instructor. A courtesy e-mail should be sent to the instructor if you are going to be absent from class.

FINAL COURSE GRADES: will be determined by combining your assignment, quiz and exam scores. The grading scale is as follows:
90% or above = A, 80 to 89% = B, 70 to 79% = C, 60 to 69% = D and 59% or below = F (I may drop your lowest quiz and/or your lowest programming assignment from your final class score but this may be contingent on accomplishing additional class work.)

GRADING TIME I normally try to return quizzes, programming assignments and tests during the next in-person session after the due date is completed. This can be delayed if make-up quizzes or exams need to be taken.

CLASSROOM CONDUCT: <https://go.dmacc.edu/handbook>

MISSED EXAMS: Must be arranged with prior exam contact with the instructor.

LATE ASSIGNMENTS: Allowed from noon until class time with a 25% point deduction. Late assignments after class time will not be allowed.

EXTRA CREDIT: May be offered throughout the semester.

STUDY EXPECTATIONS: See study tips (above.)

WEATHER POLICY: Individual circumstances such as health, childcare, rural roads, distance from the College, etc. can vary greatly among students and staff. It is always DMACC's goal to provide safe learning conditions, as well as provide the opportunity for students to attend classes when the vast majority is able to safely attend. The final decision to come to College can only be made by the individual student based on their specific extenuating circumstances that may make it unsafe for them to travel. During adverse weather, DMACC faculty is considerate of students who are unable to attend classes due to unique extenuating circumstances. Notification of Campus/College closures will be sent out through the DMACC RAVE Alert System, posted to the DMACC webpage at www.dmacc.edu, and where possible sent to local media.

CLASS CANCELLATION PROCEDURE: It is the responsibility of each faculty member to notify their students (in addition to their dean or provost) through some predetermined means if they must postpone or cancel a specific class. The instructor of this class will try and notify ahead of time via DMACC e-mail if a class is cancelled due to instructor illness or weather. But check the DMACC web site for information on class cancellation due to weather related issues

ACADEMIC DISHONESTY/PLAGIARISM: The Addendum includes a link to the DMACC Student Handbook and policy ES 4670 Academic Misconduct. The following is only a sample: Academic integrity, based on the values of honesty, trust, fairness, respect, and responsibility, is a fundamental principle of scholarship at DMACC.

DMACC's Academic Misconduct Policy (ES 4670) prohibits: plagiarism (using another person's writing or copying any work without proper citation), falsification, unauthorized collaboration during a test or on an assignment, or substitution for another student to take an exam, course or test. If you are to benefit from this class and be properly evaluated for your contributions, it is important for you to be familiar with and follow DMACC's Academic Misconduct policy. Students are encouraged to review DMACC's Academic Misconduct Policy on-line at <https://go.dmacc.edu/handbook/polprocedures/pages/academicmisconduct.aspx> or in the

DMACC Student Handbook. Work that violates these values is incompatible with the goals of this class and will not be tolerated.

It is important for you to be familiar with and follow DMACC's Academic Misconduct policy. Students are encouraged to review DMACC's Academic Misconduct Policy on-line at <https://go.dmacc.edu/handbook/polprocedures/pages/academicmisconduct.aspx> or in the DMACC Student Handbook.

Engaging in any form of cheating or plagiarism on an assignment, quiz or exam will result in a ZERO grade for that particular assignment. These acts are considered to be academic misconduct by the college and various disciplinary actions may be taken as well. The second ZERO grade for academic dishonesty/plagiarism will result in an F for the class as well. Students can get ideas about a program or an assignment from other students but their final work must be of their own creation.

COURSE SPECIFIC (LAB) SAFETY PROCEDURES: None.

DMACC INFORMATION

INSTRUCTOR HOME PAGES: <https://go.dmacc.edu/instructors/Pages/welcome.aspx>

Class Home Page: <http://www.itlearningpods.com/Cobol/>

ADD/DROP DATES: https://go.dmacc.edu/registration/pages/add_drop.aspx

REFUND POLICY: <https://go.dmacc.edu/registration/Pages/refund.aspx>

SUPPORT SERVICES

SERVICES FOR STUDENTS WITH DISABILITIES:

https://go.dmacc.edu/student_services/disabilities

Any student with a documented disability who requires reasonable accommodation should contact the Disability Services Coordinator at **515-964-6850** or the counseling & advising office on any campus to apply for services.

COURSE SYLLABUS

DISCLAIMER: "This syllabus is representative of materials that will be covered in this class; it is not a contract between the student and the institution. It is subject to change without notice. Any potential exceptions to stated policies and requirements will be addressed on an individual basis, and only for reasons that meet specific requirements. If you have any problems related to this class, please feel free to discuss them with me."

NONDISCRIMINATION POLICY: Des Moines Area Community College shall not engage in or allow discrimination covered by law. This includes harassment based on race, color, national origin, creed, religion, sex (including pregnancy and marital status), sexual orientation, gender identity, age, disability and genetic information. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure (ES4645). Complaint forms may be obtained from the Campus Provost's office,

the Academic Dean's office, the Judicial Officer, or the EEO/AA Officer, Human Resources. For Title IX questions and concerns contact 515-964-6850.

Students who wish additional information or assistance may refer to Student Services procedure ES 4645 located at https://go.dmacc.edu/student_services/int. Click Policies & Procedures.

Employees and applicants who wish additional information or assistance may contact the **EEO/AA Officer**, Human Resources, Bldg. 1 on the Ankeny Campus, or refer to HR Procedures 3000, 3005, 3010, 3015, and 3020 at <http://www.dmacc.edu/hr/hrpp.asp>

Accommodations: The Program Development/Academic Support Services Director is the official Student Accommodation Officer/Section 504/ADA Coordinator for DMACC. The ADA Coordinator's office is located in Bldg. 6-10E on the Ankeny Campus and may be contacted by voice (515-964-6857). The ADA Coordinator is responsible for ensuring that the college complies with federal regulations that guarantee qualified students with disabilities equal access to all programs and services. Any student, faculty, or staff member may contact the ADA Coordinator's office for clarification of federal regulations, appeal of a grievance, or resolution of a disability-related problem.

SYLLABUS ADDENDUM

To access additional information related to DMACC policies and procedures that impact the classroom (i.e. use of technology, weather-related cancellations, classroom conduct, etc.), the DMACC student handbook, registration information (including add/drop dates and refund dates), student service information (including counseling and advising), the DMACC academic calendar, and campus-specific resources (i.e. Academic Achievement Center, library, computer, labs, etc.), go to <https://go.dmacc.edu/handbook> and click "Syllabus Addendum" in the left navigation.

If you do not have access to a computer and need a printed version of any of the information described above, contact your instructor.

Course Syllabus/Calendar: <http://www.itlearningpods.com/Cobol/syllabus.html>