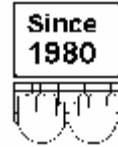




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FROM: David Shapiro
David Silverberg

TO: *Major New York City Agency*

RE: Structure Techniques - COBOL Programming for the 21st Century

1. Client Specifications

a. Background of IT Staff

- With the exception of one new staff member, our programmers average twenty-five plus years of COBOL experience.

b. Operational Objectives

- Refresher course which examines the foundation and principles of sound COBOL programming techniques.
- Restatement of accepted industry standards which demonstrates/emphasizes proper and efficient ways for editing, updating, and reporting on a file.

c. Performance Objectives

- Challenging programming assignments.

d. Lecture Topics

- "Top Down" design.
- Paragraph naming standards (numbering in sequential order).
- Communicative Data names.
- 88 levels.
- Comments - appropriate use.
- Maintenance programming with a section for recording program maintenance - what was done, by whom and on what date.

e. Programming Techniques

- Internal Sort using Input Procedure and Output Procedure.
- Creating, maintaining, and using VSAM files in a COBOL programs.
- Utilization of indexed and subscripted tables; how and when to create.
- Tables (both indexed and subscripted).

f. Courseware

- Course materials which emphasize standardization and quality coding.
- Training materials to be provided prior to the start of the course.

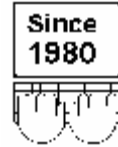
g. Workshop

- Training files will be provided and loaded prior to the start of class.

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h. Scheduling Criteria

- **Location of Training**
At client location in New York City.
- **Duration**
5 days
- **Day of the Week**
5 sessions from 9:00 AM to 4:30 PM.
Or client's standard business hours.
Classes have to be on Thursday due to flexible scheduling of staff members and allow IT staff to complete the assignments without disrupting their normal work.

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