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TRANSMITTAL SLIP		DATE
TO: JWB/GY ✓		
ROOM NO.	BUILDING	
REMARKS: I have contacted ADMIN and I requested that I be considered for this course. <i>Good.</i> 		
FROM: kdl		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

STAT

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Introduction to ADP - Special Running 22 - 24 August 1983

FROM:

ICS Training Officer
1S04

EXTENSION

NO.

DATE

28 July 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. CIPC

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3. LL

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An Agency-wide trial running of the Introduction to ADP will be held 22 - 24 August 1983 at the Chamber of Commerce Building (attached is a course description). The IC Staff has been allotted one space for this running. Anyone interested in attending this course, please contact [redacted] or [redacted] by COB 4 August 1983.

KL - I agree this would be a good course for you, especially with the WABs being introduced! It should give you some insight into office automation - a thing of the future for us. So for it.

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Information Science Center/OTE

TITLE: Introduction To ADP

COURSE NUMBER: None

CATEGORY: General ADP

LOCATION: Chamber of Commerce Building

LENGTH OF COURSE: 3 Day

CLASS SIZE: 10-20 Students

FREQUENCY: 6 Times/Year

DESCRIPTION: A survey of data processing concepts and capabilities with an overview of specific systems available to the CIA.

DESIGNED FOR: Anyone who needs a general overview of ADP concepts and terminology.

AT THE END OF THIS COURSE THE STUDENT WILL BE ABLE TO: Describe key developments in the history of the modern digital computer and explain their impact on what computers have become today. Identify the major items of computer hardware and describe their functions. Explain elementary software concepts and describe the process of converting a requirement into a functioning program. Describe how hardware and software work together. Outline the hierarchy of data extending from individual characters through records to files and databases and explain related database concepts. Describe how computer systems are tied together to form networks and explain the basic communications concepts involved. Identify the major areas of concern with regard to computer security and privacy and explain the individual's security role as a participant in a computer system. List the major areas of application for computer systems and explain the basic concepts for each. Explain what points of contact exist within an ADP organization to provide assistance to customers. Describe how new systems and applications are developed and implemented. Outline significant trends and future directions for ADP. Describe the major capabilities of existing agency systems and how they might be employed.

CONTENTS: The evolution of computers. Typical applications. Hardware concepts. Software concepts. How the computer works. Data base concepts. Communications and network concepts. Computer security and privacy. Organization and administration of ADP. Systems/Applications development. The future of ADP. Learning more. Available systems.

CRITERIA FOR ATTENDANCE: Registration deadline is three weeks prior to the beginning of class. Grade/rank restrictions: None. Top Secret security clearance required.

CRITERIA FOR COMPLETION: Attendance at all class sessions.

STAT FOR FURTHER INFORMATION PHONE:

REMARKS: Additional classes will be scheduled as required, so long as resources and classroom scheduling permit.