

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE  
MASTER SYLLABUS

ESSENTIALS OF AUTOMATION  
INP 1000

**Class Hours: 2.0**

**Credit Hours: 2.0**

**Laboratory Hours: 0.0**

**Date Revised: Spring  
00**

**Catalog Course Description:**

Designed to help the student understand the information process that supports work activities in an insurance office. It will help the student to make knowledgeable choices when employing automation as a tool in performing insurance tasks.

**Entry Level Standards:**

None

**Prerequisites:**

None

**Textbook(s) and Other Reference Materials Basic to the Course:**

*Introduction to Computers and Information Systems* - Srymanski, Morris, and Pulschen, Merrill Publishing, latest edition.  
*AAM 131 Course Guide Essentials of Automation* - Insurance Institute of America, latest edition.

**I. Week/Unit/Topic Basis:**

<b>Week</b>	<b>Topic</b>
1	Introduction: The Central Processing Unit
2	Input and Output Devices
3	Storage: Large Computer Systems
4	Microcomputers
5	Communications: Management Information Systems
6	Programming Languages and Operating Systems
7	MID-TERM
8	Word Processors
9	Word Processors, continued. Languages: WordPerfect, Word Star, Etc.
10	Data Managers

11	Spreadsheets
12	Graphics
13	Social Concerns
14	A Future with Computers
15	Review
16	FINAL EXAM

## II. Course Objectives\*:

- A. Define a computer and describe the components of a computer system. I,II
- B. Describe difference methods and devices used for data input and explain types of output. I,II
- C. Describe the types, forms, and terms used in the technology of data transmission. I,II
- D. Briefly discuss types of programming languages and operating systems. I,II

\*Roman numerals after course objectives reference goals of the Business and Community Services department.

## III. Instructional Processes\*:

Students will:

1. Take part in course assignments such as team discussions; team case studies; team projects; experiential exercises; oral, written, PowerPoint, and/or email presentations; Internet research; etc. to help develop teamwork, leadership, and followership skills.  
*Communication Outcome, Personal Development Outcome, Cultural Diversity & Social Adaptation Outcome, Information Literacy Outcome, Transitional Strategy, Active Learning Strategy*
2. Use critical thinking skills to interpret and evaluate the financial statements of existing companies and make informed judgements about these statements to facilitate in decision making and problem solving strategies. *Problem Solving and Decision Making Outcome, Numerical Literacy Outcome, Information Literacy Outcome, Active Learning Strategies*
3. Exhibit professional behavior by attending class regularly, arriving punctually with the appropriate materials, and being prepared for active class participation each day. *Personal Development Outcome, Transitional Strategy*
4. Use email to communicate problems, questions, and issues to the instructor. *Communication Outcome, Informational Literacy Outcome, Technological Literacy Outcome*

\*Strategies and outcomes listed after instructional processes reference Pellissippi State' s goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

## IV. Expectations for Student Performance\*:

Upon successful completion of this course, the student should be able to:

1. Explain the basic categories of usage, basic processing functions, flow of data and limitations of computers. A
2. Describe four methods used in data preparation and entry. B
3. Describe and contrast the major means of secondary storage: magnetic tape, floppy disk, hard disk, and optical storage. B
4. Describe the historical development of and various types of microcomputers. C
5. List advantages and disadvantages of types of data communication channels. D
6. Describe types of operating systems and the major jobs within the field of information systems. D
7. Identify broad categories and types of application packages. C
8. Identify the components of a computer system using data managers. C
9. Explain the essentials of a communications package. D
10. Explain the privacy concerns in connection with automation. C
11. Describe new directions or technologies in the development of automation. C

\*Letters after performance expectations reference the course objectives listed above.

#### **V. Evaluation:**

##### A. Testing Procedures:

Midterm 30%  
 Unannounced Quiz 30%  
 Final Exam 30%

##### B. Laboratory Expectations:

N/A

##### C. Field Work:

N/A

##### D. Other Evaluation Methods:

Attendance 10%

##### E. Grading Scale:

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

#### **VI. Policies:**

Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course.