

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

C O U R S E            O U T L I N E

Course Title: Office Automation

Code No.: BUS 314-3

Program: Data Processing

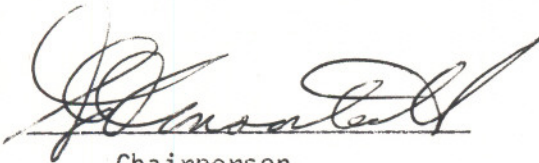
Semester: V

Date: June, 1984

Author: R.D. Lailey

New:   x   Revision:           

APPROVED:



Chairperson

Date: 84-08-29

OFFICE AUTOMATION (BUS. 314-3)

Course Length: 3 periods per week.

Required Texts: Office Automation - Concepts and Applications  
Paula Cecil

Course Overview: This course is intended as an overview of the impact that the computer revolution has brought to the traditional office. The course examines three aspects of the automated office: the components of an automated office system, workflow in the automated office and implementation and operation of an automated office system.

Some students will have had previous experience working in an office. This experience, as well as other field research, will be drawn upon in completing the assigned research project/presentation.

Student Evaluation: The student's final grade will be determined from the following components.

Tests:	2 @ 25% = 50%
Quizzes/Assignments:	4 @ 5% = 20%
Research Project/Presentation:	1 @ 20% = 20%
Participation & attendance:	= 10%
	<u>100%</u>

Grading: A = 85-100, B = 70-84, C = 55-69, R = 0-54

Deadlines: Late assignments/projects will be subject to a penalty of **10%** for each day.

All assignments/projects must be completed in an acceptable manner 1 week before the end of term. This applies even to late assignments/projects. Failure to achieve this objective will result in an **R** grade.

Re-Writes: Students who provide an acceptable written excuse will be allowed to re-write a test. No other re-writes will be granted.

**Research Project/Presentation:**

During the course of the semester each student will be required to carry out independent research. In the final week of classes each student will be given 20 minutes to describe the research that he/she carried out and to present the conclusions to the rest of the class. A discussion will follow. By November 30, 1984 a typewritten report of not less than 2,000 words on the following subject must be submitted.

**"Office Automation in Sault Ste. Marie - Does it exist?"**

Note - This project will be graded as follows:

<u>Report</u>	- Presentation:	- report appearance )	
		overall organization )	30%
		use of language )	
		use of graphics )	
	Research:	- quantity and quality )	30%
		use of research )	
	Conclusions:	- clarity )	
		depth and comprehen- )	30%
		sion of issues )	
<u>Presentation</u>	- Quality of Presentation		<u>10%</u>
			100%

**General Course Format:**

The text contains considerably more material than can be covered in class on a lecture basis. Students will be expected to have read the section of the text under discussion before attending class. Classes will generally follow a lecture/discussion format. Case studies will be utilized frequently to emphasize concepts.

**Learning Objectives:**

Each chapter in the text lists a number of specific objectives. Test and quiz questions will be developed with the specific intention of measuring the student's achievement of these objectives.