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___

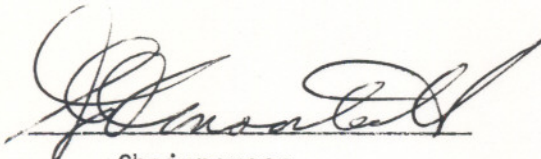Program: ___Data Processing___

Semester: ___V___

Date: ___June, 1984___

Author: ___R.D. Lailey___

New: ___x___   Revision: _____

APPROVED: _____   Date: _84-08-29_

Chairperson

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%
			100%

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 that 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:

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

T O P I C   O U T L I N E

Topic No.	Topic Description	Reference	Week
1	What is Office Automation?	Ch. 1	1
2	Office Systems	Ch. 2	1/2
3	Workflow in the Automated Office -Origination/Input	Ch. 3	2/3
4	Workflow in the Automated Office -Production/Output	Ch. 4	4
5	Workflow in the Automated Office -Computers	Ch. 5	5/6
6	Workflow in the Automated Office -Reprographics	Ch. 6	6/7
	TEST #1	**Ch.1-6**	**7**
7	Workflow in the Automated Office -Records Processing	Ch. 7	7/8
8	Workflow in the Automated Office -Communication/Distribution	Ch. 8	8/9
9	Office Automation Analysis and Feasibility Studies	Ch. 9	9/10
10	Selecting Office Automation Equipment	Ch.10	11
11	Implementing the Automated Office	Ch.11	12/13
12	Automated Office Careers	Ch.12	14
13	Project Presentations		15
	TEST #2	**Ch.7-12**	**16**