SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: INTEGRATED OFFICE SYSTEMS
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Code No.:   EDP 325
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Program: PROGRAMMER ANALYST
_____

Semester: SIX
_____

Date: JANUARY, 1987
_____

Author: FRAN DEW
_____

                                    X
                        New: _____   Revision: _____

APPROVED: _____   87-01-19
          Chairperson   Date

INTEGRATED OFFICE SYSTEMS   EDP 325

AIMS AND OBJECTIVES: The student will look at computer technology applications and study the human and machine ramifications. Also, guidelines for reviewing, implementing and/or updating computer systems will be studied, combining the fields of data processing, telecommunications and office technologies.

STUDENT EVALUATION

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Booklet Presentation ... 30% to be handed in by April 1st **
Research Paper ......... 30% to be handed in by April 15th **
Two Tests @ 15% ........ 30%
Quizes/Participation ... 10%
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                         100%
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** late paper/booklet = loss of 3% per day up to the 30% of total
   mark

GRADING

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A - 80% to 100%
B - 70% to 79%
C - 55% to 69%
R -  0% to 54%
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A rewrite will be allowed for those students who receive a final mark of between and including 45% and 54%

INTEGRATED OFFICE SYSTEMS   EDP 325

BOOKLET PRESENTATION   "Integrated Office Systems"

Aim: Explore the field of Integrated Office Systems in business
information needs.

Procedure: Your group owns a powerful minicomputer and wants to
rent out computer time to other local businesses in the fields of
word processing, spreadsheet and data base applications, as well
as other possible specialty areas. Create an information booklet
to sell other businesses on what you have to offer. Write in a
logical easy-to-follow manner, including an offer to analyze their
present office systems.
  Cover the areas of data processing, telecommunications and
office technologies. Assemble the booklet as we proceed through the
course, adding areas of expertise as we cover them.

GRADING:

CONTENT 60%

ORGANIZATION 20%

CLARITY 20%

                    100%

The booklet is due April 1, 1987

INTEGRATED OFFICE SYSTEMS   EDP 325

RESEARCH PAPER   "OFFICE AUTOMATION"

AIM: As a systems analyst, you have been hired by a business to review the present status of its office system and to make recommendations on upgrading it.

PROCEDURE: Report on your work term business. Assemble your report over the length of the course (to April 15th) using office personnelle as resource people and as your research paper reviewers. Cover the areas of data processing, telecommunications and office technologies.

GRADING:

CONTENT 60%

ORGANIZATION 20%

CLARITY 20%

                  100%

Paper is due April 15, 1987