

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: INTEGRATED OFFICE SYSTEMS

Code No.: EDP325-4

Program: PROGRAMMER ANALYST

Semester: SIX

Date: JANUARY, 1988

Author: W. DEBRUYNE

New: _____ Revision: X

APPROVED: 
Chairperson

88-01-25
Date

INTEGRATED OFFICE SYSTEMS

EDP325-4

Course Name

Course Number

TIME: 4 Hours per week

RESOURCES: "The Complete Handbook of Personal Computer Communications",
Alfred Glossbrenner
"Buyer's Guide to Modern and Communications Software",
T. Silveria, S. Nath, E. Hogg

AIM: The course is designed to give insight and practical experience in the area of office automation. The use of personal computers, telecommunications and various other office technologies has brought with it the new integrated office systems. The student will ultimately be able to help develop a technological strategy to help facilitate the integration of computers, communications, and office technologies.

MODULE 1 - introduction to office automation
- how it came about, and the effects on the office worker
- dealing with change; personal impact; resistance vs
readiness; communication; transferring people; tasks

MODULE 2: - ergonomics
- coming up with the right hardware and software systems for
the office - defining requirements
- practical ways to approach an office automation
purchase

MODULE 3: - personal workstations - what they are
- where are they used

MODULE 4: - phone utility
- electronic mail utility
- facimilie equipment
- invoice recognition
- teleconferencing - what is involved
- how to set one up
- DSR

MODULE 5: - LAN's

MODULE 6: - Scanners

MODULE 7: - on-line services
- computing at a distance

- MODULE 8:**
- modems
 - modern standards and RS--232C
 - phone connections
 - communication software
 - printers

STUDENT EVALUATION:

a) Student's marks will be based on the following components:

Tests (3 @ 20%)	60%
Project (1 @ 20%)	20%
Participation/Attitude	6%
Assignments (2 @ 7%)	14%
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	100%

b) Grading:

A+	90-100%
A	80- 89%
B	70- 79%
C	55- 69%
R	0- 54%

NOTE: Students are expected to attend classes regularly, participate in class discussion, conduct themselves and treat their peers and instructors in a professional business-like manner throughout any school dealings.

Late assignments are subject to a zero grade unless the student has prior permission from the instructor to hand the assignment in at a later date. Test must be written on the assigned time and date. Students will receive a mark of zero if they miss a scheduled test unless the student and instructor have a prearranged contract to write the test after or before the scheduled test time.

There will be no re-writes.