



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

COURSE OUTLINE

COURSE TITLE: INTEGRATED OFFICE SYSTEMS

✓ CODE NO.: EDP325 SEMESTER: SIX

PROGRAM: COMPUTER PROGRAMMER ANALYST

AUTHOR: FRAN DEW

DATE: JANUARY, 1993

PREVIOUS OUTLINE DATED: JANUARY, 1992

New: _____ Revision: X

APPROVED: *F. Dew*
DEAN, SCHOOL OF BUSINESS &
HOSPITALITY

93-07-06
DATE

INTEGRATED OFFICE SYSTEMS

EDP325

COURSE NAME

COURSE CODE

Total Credit Time: 60 Hours

Prerequisites: EDP315

I. PHILOSOPHY/GOALS:

This course provides a clear and comprehensive exploration of the future directions of the Information Society. The ramifications of the merging telecommunications, data processing, and office technologies will be studied.

II. STUDENT PERFORMANCE OBJECTIVES:

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

1. understand and describe Data Communications terminology
2. understand and describe Office Technology terminology
3. understand and describe Data Processing techniques
4. understand and describe Systems Analysis and Design

III. TOPICS TO BE COVERED:

1. Review of Data Communications terminology
2. Introduction to Office Technology terminology
3. Review of various Data Processing techniques
4. Review of Systems Analysis and Design methods

IV. LEARNING ACTIVITIES:

1. **Review of Data Communications and Terminology:**

Upon successful completion of this unit, the student will:

- a) understand Data Communications Concepts and Terminology

2. **Office Technology Terminology:**

Upon successful completion of this unit, the student will be able to:

- a) understand the concepts of Office Technology
- b) understand the need for ergonomically designed offices and buildings

3. **Data Processing Techniques:**

Upon successful completion of this unit, the student will:

- a) have reviewed various data processing techniques

4. **Systems Analysis and Design Methods:**

Upon successful completion of this unit, the student will:

- a) appreciate the Systems Development Life Cycle

5. **Future Applications and Implications of Integrated Office Systems:**

Upon successful completion of this unit, the student will:

- a) discuss magazine articles dealing with the future of Integrated Office Systems

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V. **EVALUATION METHODS:**

Research Paper	40%	explained on a following paper
Tests (2 @ 15%)	30%	
Assignments	20%	explained on a following paper
Participation	10%	
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	100%	

Grading:	A+	90-100%
	A	80- 89%
	B	70- 79%
	C	60- 69%
	R	under 59%

VI. **REQUIRED STUDENT RESOURCES:**

Text - "Communications Concepts: An Introduction to Data Communications" by U.S. Robotics

VII. **ADDITIONAL RESOURCE MATERIALS:**

Assorted hand-outs provided free of charge by various computer companies and publishers.

Assorted computer magazines - available in the College Library and Software Support

Attendance at the local CIPS meetings, held the third Tuesday of each month, is strongly suggested.

VIII. **SPECIAL NOTES:**

Students with special needs such as physical limitations, visual impairments, hearing impairments, or learning disabilities, are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as she deems necessary to meet the needs of the students.

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RESEARCH PAPER - DUE DATE: April 19, 1993

ASSIGNMENT:

As a Systems Analyst, you have been hired by a business to review the present status of its office system and to make upgrading recommendations.

METHOD:

Conduct the study on your work term business. Assemble your report over the length of the course, using actual office personnel as resource people and as reviewers of your research paper. Remember to consider the areas of Data Processing, Telecommunications and Office Technologies in your analysis and recommendations. Use Systems Analysis and Design procedures to assist you in your research.

The report is to be a minimum of 15 pages, double-spaced, not including any appendices. A suggested report format is described in your work experience handbooks.

GRADING

The research paper is worth 40% of your final mark.

The marking scheme is as follows:

Student Name _____

_____/8 General Report Layout _____

_____/4 Business Hierarchy, Organizational Chart _____

_____/2 SDLC _____

_____/2 Communications Network _____

_____/4 General Office Layout, Access to Equipment _____

_____/6 Personal Observations _____

_____/4 Paper Flow, Reports Flow

_____/4 Questionnaire responses and analysis _____

_____/6 Recommendations _____

Less:

_____ Editing errors _____

_____/40 TOTAL MARK _____

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ASSIGNMENTS: Winter 1993

Assignments are worth 20% of your final mark. Because the field of Integrated Office Systems is so dynamic, most of the assignments will consist of reading magazine articles and reporting on them.

For each of the twelve weeks starting January 18, read and report on a magazine article concerning any of the areas of Integrated Office Systems. List the magazine, the date, article title, author(s) and a one page summary on the article. Submit the summary at the start of class on each Tuesday. I will have the week's summaries copied and handed out to all the students on the following Monday. This is to help your fellow classmates learn about new and improved features in the computer industry.

The other eight percent of the assignment mark will come from reporting on seminars during the term, and other readings that I may assign from time to time.