



INTEGRATED OFFICE SYSTEMS

EDP 325

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Course Name

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Course Number

TIME: Four hours per week

TEXT: 1) Introduction to Business Telecommunications, George W. Reynolds  
2) The Electronic Office, Nancy B. Finn

AIM:

The course is designed to give the student an overview of the applications of new technology to the business office. The students will be able to define guidelines for professional managers who wish to implement a computer system, making computers cost-effective, expandable and compatible with existing systems. The student will also become familiar with concept and terminology as they apply to the field of telecommunication technology

OBJECTIVE:

- 1) Gain knowledge in:
  - a) Human Factors in the Office Environment
  - b) Automated Information Processing
  - c) Information Management
  - d) Ergonomics
  - e) Database
  - f) A Paperless Society
  - g) Legal Issues
  - h) Electronic Mail
  - i) Robotics
  - j) Training

OBJECTIVES (cont'd)

- 2) Understand the concepts and terminology in the areas of telecommunications.
- 3) Be able to define the scope of business telecommunications.
- 4) Gain a knowledge in the public telephone system, satellite systems, and local area networks.
- 5) Discuss fundamental concepts of teleprocessing and hardware components of a telecommunications network.

EVALUATION:

Project	@	30%
Term Paper	@	30%
2 Tests (each 18%)	@	36%
Attitude/Participation	@	4%
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		100%

GRADING:

- "A" - 80-100%  
"B" - 70- 79%  
"C" - 55- 69%  
"R" - 0- 54%

Rewrite will be allowed for those students who receive a final grade between 45-54%.

Chapters 1,2,3

Nancy B. Finn

Chapters 4,5,6

Nancy B. Finn

Chapters 7,8,9,10

Nancy B. Finn

Chapters 11,12,13,  
~~Chapters 9,10,11,12,13~~

Nancy B. Finn  
~~Chapters 9,10,11,12,13~~

**TEST I**

Chapter 1  
Introduction

George W. Reynolds

Chapter 2  
Concepts of Telecommunicaton

George W. Reynolds

Chapter 3  
Transmission Systems

George W. Reynolds

Chapter 4  
Satellite Communications and  
Digital Termination Systems

George W. Reynolds

Chapter 5  
PABX

George W. Reynolds

Chapter 6  
Focal Area Networks

George W. Reynolds

Chapter 7,8  
Software/Hardware

George W. Reynolds

**TEST II**