

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

COURSE OUTLINE

Course Title: INTEGRATED OFFICE SYSTEMS

Code No: EDP325

Program: PROGRAMMER/ANALYST

Semester: SIX

Date: JANUARY 1995

Previous Outline Dated: JANUARY, 1994

Author: BOB LAILEY

New: _____ Revision: X

APPROVED:

[Signature]
Dean, Business & Hospitality

[Signature]
Date

INTEGRATED OFFICE SYSTEMS

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Credits: 4
Contact Hours: 64
Prerequisite(s): BUS217, BUS326, ENG308, EDP307,
EDP315, EDP319

PHILOSOPHY/GOALS

1. This course provides an opportunity for students to explore emerging technological and social issues which will impact the future direction of the Information Society.
2. Students will also examine to what extent industry is dealing with these issues and then report and discuss their findings.
3. Finally, students will investigate the changing business environment by examining current tools used in industry.

STUDENT PERFORMANCE OBJECTIVES

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

1. Identify and describe the key factors and issues facing society as the Information Age evolves into a second era. (As discussed in the text)
2. Describe the role that will be played by Information Technology in the implementation of concepts such as work-group computing, business-process reengineering, enterprise and interenterprise computing on business organizations around the world.
3. Report on the degree to which various aspects of the new competitive business environment can be seen locally and nationally.
4. Describe and demonstrate features to be found in current multimedia hardware and software tools.

REQUIRED RESOURCES

TEXT: Paradigm Shift - The New Promise of Information Technology (Tapscott & Caston)

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**ADDITIONAL
RESOURCES:**

Library Resources, Local Users of Information
Technology, The Internet, Summary of Research
Contributed by classmates (local Internet
Listserv)

STUDENT EVALUATION

Tests	(3 @ 20%)	60%
	(short answer, essay)	
Assignments	(2 @ 7.5%)	15%
Research	(3 @ 5%)	15%
	(submission on assigned topics)	
Contribution to Group Activities		<u>10%</u>
		100%

GRADING

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

NOTES:

1. In order to pass this course the student must obtain 60% or more (on average) on the Test portion of the Overall Evaluation. (eg. a student who earns less than 36 out of the 60 marks available for tests will not pass the course.
2. Assignments may require both written as well as practical in-lab responses.
3. Students who are unable to write a test at the scheduled time must advise the instructor in advance. A written excuse, acceptable to the instructor, may be required. Any student failing to meet these requirements will receive a grade of '0' for the test.
4. Any assignments/research submissions received after the due date may receive a grade of zero.
5. The instructor reserves the right to modify the course as he deems necessary to meet the needs of students. Advance notice will be given.

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LEARNING ACTIVITIES

1. Review of a number of current and future issues by utilizing the text, library resources, the Internet etc.
2. Collection and Evaluation of local and national industry data relating to :
 - the end-user
 - the desk-top environment
 - the application development environment
3. Investigation of multimedia hardware and software tools.