

CPIS-466 Syllabus

Catalog Description

CPIS-466 Office Automation Systems

Credit: 3 (Theory: 3, Lab: 0, Practical: 1)

Prerequisite: BUS-232 , CPIS-351

Classification: Elective

The objective of this course is to explore the concepts of office automation. It emphasizes on the planning techniques of office automation and the methods of implementing these plans, including selecting the appropriate technology, hardware, communication equipment, and training human resources. It also covers the administrative and technical concepts of the transformation process to office automation and the significance of the human impact during this process.

Class Schedule

Lab/Tutorial 90 minutes 1 times/week

Meet 50 minutes 3 times/week or 80 minutes 2 times/week

Textbook

Rex Kelly Rainer, Efraim Turban, Richard E. Potter, ,
"Introduction to information systems", John Wiley & Sons
Inc;(2007)

ISBN-13 9780471736363

ISBN-10 0471736368

Grade Distribution

Week	Assessment	Grade %
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Topics Coverage Durations

Topics	Weeks
The basic concepts of office automation and the need for technology in the workplace.	2
Office automation planning and implementation.	2
Electronic storage and information retention and retrieval in office settings.	2
Computer communication systems, remote conferencing, digital mobiles and e-mail.	3
Data networks in office settings.	3
The significance of the human factor in the process of office automation.	2

Last Articulated

Relationship to Student Outcomes

a	b	c	d	e	f	g	h	i	j
	x							x	x

Course Learning Outcomes (CLO)

By completion of the course the students should be able to

1. To understand the basic concepts of office automation and its impact on productivity. ()
2. To be able to carry out studies to determine the requirements of the process of office automation. ()
3. To be able to develop a comprehensive plan of the process of office automation and choose from various alternatives. ()
4. To be able to select, compare and contrast the storage and recovery systems based on the requirement study. ()
5. To be familiar with the office communication systems and select the appropriate one. ()
6. To make use of data networks to aid the office automation process. ()
7. To be able to determine the role of the human factor in the process of office automation and be able to develop the necessary plans to train and develop the skills of the users of the office automation systems. ()

Coordinator(s)