Office Automation Systems Course Specifications

Course Specifications

Program(s) on which the course is given   : Bachelor Degree in Computer & Information Sciences

Major or Minor element of program   : Information Systems

Department offering the program   : Information Systems

Department offering the course   : Information Systems

Academic year / Level   : Fourth Year/B.Sc.

Date of specification approval   : 8/1/2010

A. Basic Information

Title: Office Automation Systems   **Code:** INF 483

Lectures: 3 hrs/week   **Practical:** 3 hrs/week   **Tutorial: ---**

Credit Hours: ---   **Total:** 5 hrs/week

B. Professional Information

1. Overall Aims of Course:

This course gives a complete overview of office automation systems, including planning for automated office, implementing the automated office-word processing, and data storage in the automated office. Computer-based communications systems, Tele-conferencing, personal computing micrographics are also discussed. Communications networks in the automated office, problems of automating the office.

Upon completion of the course, students will be able to:

- Identify computer-based communications system in the office.

- Identify communication networks in the automated office.

- Plan infrastructure of office automation.

- Plan document flow systems in office automation.

- Master document archiving in office automation

2. Intended Learning Outcomes of Course (ILOs):

a. Knowledge and Understanding:

Students who complete the course will have the ability to:

a1- State a complete plan for office automation.

a2- Explain infrastructure for office automation.

a3- Illustrate office automation problems.

a4- Explain document archiving.

b. Intellectual Skills:

Students who complete the course will have the ability to:

b1- Analyze document flow systems.

b2- Solve office automation problems.

b3- Analyze various methodologies for document archiving systems.

b4- Using computer networks for automated offices.

b5- Analyze methodologies for office automation.

c. Professional and Practical Skills:

Knowledge of the concepts and material presented in this course will provide the students with practical know-how to:

c1- Identify existing software systems for office automation.

c2- Identify infrastructure for an automated office.

c3- Identify computer systems suitable for automated office.

c4- Identify and handle various kinds of data used in office automation.

d. General and Transferable Skills:

Knowledge of the concepts and material presented in this course will provide the students with the capability to:

d1- Implement various office automation software technologies.

d2- Discuss techniques used in office automation.

d3- Implement current document flow systems.

e. Attitude:

e1- A knowledge and respect of ethics and ethical standards in relation to a major area of study.
e2- Relationship Emphasis a successful with other students.
e3- Learn how to make relation with other, and the limit of this relation.

3. Contents:

Topic	No. of hours	Lecture	Tutorial/ Practical
Introduction to Office Automation-I	5	3	2
Introduction to Office Automation-II	5	3	2
Networks used in office automation	5	3	2
Building a suitable infrastructure for an automated office	5	3	2
Document archiving-I	5	3	2
Document archiving-II	5	3	2
Document flow systems-I	5	3	2
Document flow systems-II	5	3	2
Document flow systems-III	5	3	2
Document flow systems-IV	5	3	2
Document flow systems	5	3	2
Building a complete automated office -I	5	3	2
Building a complete automated office-II	5	3	2
Building a complete automated office-III	5	3	2