CURRICULUM PROPOSAL COVER SHEET
University-Wide Undergraduate Curriculum Committee

I.   CONTACT

Contact Person Linda Szul/Sharon Steigmann   Phone 3003

Department Office Systems & Business Education

II.   PROPOSAL TYPE (Check All Appropriate Lines)

_____ **COURSE**   _____
                                            Suggested 20 character title

_____ New Course*   _____
                                            Course Number and Full Title

__X__ Course Revision   OS 430 Office Systems _____
                                            Course Number and Full Title

_____ Liberal Studies Approval + _____
        for new or existing course   Course Number and Full Title

_____ Course Deletion   _____
                                            Course Number and Full Title

__X__ Number and/or Title Change OS 430 Office Systems _____
                                            Old Number and/or Full Old Title

                         OS 480 Seminar in Office Systems _____
                                            New Number and/or Full New Title

_____ Course or Catalog Description Change _____
                                            Course Number and Full Title

_____ **PROGRAM:**   _____ Major   _____ Minor   _____ Track

_____ New Program*   _____
                                            Program Name

_____ Program Revision* _____
                                            Program Name

_____ Program Deletion* _____
                                            Program Name

_____ Title Change   _____
                                            Old Program Name

                      _____
                                            New Program Name

III.   Approvals (signatures and date)

Linda Szul 2-21-94   _Steigmann_ 2/21/94
Department Curriculum Committee   Department Chair

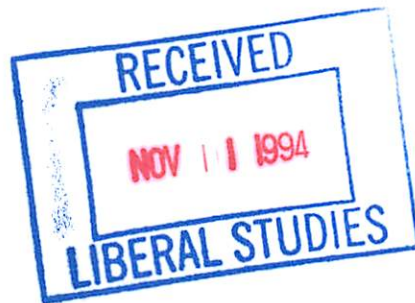_signature_   _signature_ 3/24/94
College Curriculum Committee   College Dean

+Director of Liberal Studies (where applicable)   *Provost (where applicable)

PART II

DESCRIPTION OF CURRICULUM CHANGE

Currently on p. 173 of 94-95 catalog as requirement for _all_ 105 300 &/or 400 level courses. This is _not_ a change.

Note: All courses at the 300 and 400 level are open only to students with junior or senior standing. All students, regardless of major or program affiliation, must meet course prerequisite requirements in order to enroll for a given course.

1. New syllabus of record: see attached

2. Old Title & Number: OS 430 Office Systems
    Old Prerequisite: IM300, OS 312, OS 313

    New Title & Number: OS 480 Seminar in Office Systems
    New Prerequisite: Graduating seniors only or permission of
                         instructor

3. Justification

    This is a capstone course for majors so a strong background is
necessary for successful completion of the course.

    A seminar designation enables the instructor to change and/or
modify topics as technology changes thus keeping the curriculum
relevant.

4. Old syllabus of record: see attached

NEW SYLLABUS OF RECORD

INDIANA UNIVERSITY OF PENNSYLVANIA

OFFICE SYSTEMS AND BUSINESS EDUCATION DEPARTMENT

OS480   SEMINAR IN OFFICE SYSTEMS

Prerequisites: Graduating seniors only or permission of instructor

Textbooks: None required but equivalent money outlay for research materials and presentation materials is required

COURSE DESCRIPTION

See undergraduate catalog.

COURSE OBJECTIVES

1. Integrate the concepts of previous courses in the office systems area.

2. Identify issues and challenges related to office automation.

3. Plan and evaluate office service systems to meet specific purposed or problems of the office.

4. Apply principles and concepts of office automation to a variety of office problems.

5. Increase skill in planning, organizing, implementing, directing, and controlling various office systems and services.

6. Analyze problems and develop solutions for effective management of the office environment, human resources, technology, equipment and procedures.

7. Become knowledgeable of the relationship of office systems to the major systems of business.

8. Become knowledgeable of the role the office manager plays in developing and maintaining an office system.

9. Identify costs and benefits of implementing various levels of an integrated office system.

10. Become knowledgeable of the objectives and criteria of a well-defined office system.

COURSE ACTIVITIES

I. Participate in seminar discussions. You need to participate at least 2 times during the semester. (100 points each participation). To participate in a discussion, you must:

A. Sign up at least two weeks in advance, state your topic, and include a detailed outline (at least one and one-half page).

B. Research extensively for the discussion.

C. Meet with your instructor at least one week before the scheduled discussion.

D. After the discussion, type a paper outlining your reaction to the material presented and quality of your delivery. You may use any format in preparing your reaction paper, but you must answer all the following questions:

I learned that I ...

I realized that I ...

I relearned that I ...

I was surprised that ...

I was displeased that ...

I was pleased that ...

E. Hand in your notes , reaction paper, and any other materials used for this discussion. They are due at the beginning of the next class session.

II. Type a 1 page double spaced reaction paper for each class seminar discussion. Half should deal with the content and the other half should deal with the presentation techniques. The papers are due at the beginning of the next class session. (5 points for each reaction paper)

III. Complete a computer data search on a problem or issue relating to office systems. The search is due 3rd week of class (20 points) To complete this project:

A. Identify a problem and/or issue relating to office systems.

B.   List descriptors you will use in the search.

C.   Obtain a computer printout of your search.

D.   Prepare a 1 or 2 page analysis of the printout.

E.   Turn in the list of key words, printout, and analysis by the 3rd week of class.

IV.   Review a book of your choice from any area of office systems or services. Type a 5 page (maximum) reaction to what you learned. (25 points) This project is due the 5th week of class.

V.   Contact a local business firm or office and arrange to do a system study of an office automation or office services problem. To complete this project:

A.   Identify a business firm or office.

B.   Do a preliminary interview (written interview questions must be approved by your instructor before the interview).

C.   Develop a proposal to include

Statement of Problem

Extent of Problem

Objective of System Survey

Timetable

Possible Benefits

D.   Submit your proposal to the firm or office and a copy to your instructor for approval by the 7th week of class.

E.   Once proposal is approved collect information.

F.   Analyze data.

G.   Make recommendations.

You will present your analysis in written and oral form to the firm's representative and one copy of your written analysis to your instructor. Notify your instructor of the date, time, and location of your oral presentation in case he wants to attend. You may work in teams of 2 or 3 to accomplish this project. (100 points) This project is due the 14th week of class.

VI.   Prepare a detailed budget for automation of the office for a specific local business. All items are to be cost justified. The budget will be presented to the firm for consideration. Provide your instructor with a copy of this project by the 9th week of class.

VII. Write a research paper related to office productivity. (80 points) To complete this project, follow these guidelines:

   A.   Have your topic verbally approved by the 4th week of class.

   B.   Submit a detailed outline and selected bibliography (at least 10 current references) by the 6th week of class.

   C.   Select an appropriate style manual to follow when typing your research paper. **Indicate on cover page the style manual used.**

   D.   Turn in the final version of your research by the 14th week of class.

VIII. Conduct an interview with a business person or persons involved with the concerns of office automation/administration. To complete this project:

   A.   Identify the person(s) you interview by name, title, and firm.

   B.   Obtain approval of the interview plan and questions before you set up the interview appointment--deadline is the 5th week of class.

   C.   After the interview, type a reaction paper to the interview in which you also state the purpose of the interview and what you learned. (20 points)

   Share the interview with the class for an additional 10 points.

IX.   Conduct a "business" project. This may be (a) the collection of data by survey from a local firm about any aspect of office automation or office services, (b) development of a proposal for office automation implementation, or (c) some other "business" project you identify. To complete this project:

   A.   The project must be approved by the 4th week of class.

   B.   Type a report using an appropriate style manual and present it to the business firm. One copy of the report will be submitted to your instructor--**identify the style manual used on the cover page.** Your "business" project must be completed by the 13th week of class. (75 points)

   Additional class activities may include mid-term and final examinations, case studies, and class projects.

style manual used on the cover page. Your "business" project must be completed by November 28. (75 points)

Additional class activities may include mid-term and final examinations, case studies, and class projects.

NOTE: ITEMS I, II, and one of the following--V, VI, or VII--are required activities for the course.

GRADES

The points you earn serve as the basis for your semester grade; that is, 90, 80, 70, and 60 percent of the total possible points will determine letter grades of A, B, C, and D respectively.

OUTLINE WITH TIMETABLE

I.	Identification of major concepts in Office Systems Core	3 hrs.
II.	Relationship and integration of major concepts in the Office Systems Core	6 hrs.
III.	Issues in Office Systems	4 hrs.
IV.	Office Systems planning and development	7 hrs.
V.	Office Systems	5 hrs.
VI.	Role of the office manager in developing and maintaining an office system	4 hrs.
VII.	Developing cost and benefit strategies for office automation	4 hrs.
VIII.	Implementing new systems	5 hrs.
VX.	Trends and issues in Office Systems	4 hrs.
	TOTAL	42 hrs.

NOTE: Hours devoted to each topic will vary as the issues impacting on the field change.

OLD SYLLABUS OF RECORD

INDIANA UNIVERSITY OF PENNSYLVANIA

OFFICE SYSTEMS AND BUSINESS EDUCATION DEPARTMENT

OFFICE SYSTEMS OS430

Prerequisites: IM 241, OS 412/413

Textbooks: None required but equivalent money outlay for research materials and presentation materials is required

COURSE DESCRIPTION

See undergraduate catalog.

COURSE OBJECTIVES

1. Integrate the concepts of previous courses in the office systems area.

2. Identify issues and challenges related to office automation.

3. Plan and evaluate office service systems to meet specific purposed or problems of the office.

4. Apply principles and concepts of office automation to a variety of office problems.

5. Increase skill in planning, organizing, implementing, directing, and controlling various office systems and services.

6. Analyze problems and develop solutions for effective management of the office environment, human resources, technology, equipment and procedures.

7. Become knowledgeable of the relationship of office systems to the major systems of business.

8. Become knowledgeable of the role the office manager plays in developing and maintaining an office system.

9. Identify costs and benefits of implementing various levels of an integrated office system.

10. Become knowledgeable of the objectives and criteria of a well-defined office system.

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I. Participate in seminar discussions. You need to participate at least 2 times during the semester. (100 points each participation). To participate in a discussion, you must:

A. Sign up at least two weeks in advance, state your topic, and include a detailed outline (at least one and one-half page).

B. Research extensively for the discussion.

C. Meet with your instructor at least one week before the scheduled discussion.

D. After the discussion, type a paper outlining your reaction to the material presented and quality of your delivery. You may use any format in preparing your reaction paper, but you must answer all the following questions:

I learned that I ...

I realized that I ...

I relearned that I ...

I was surprised that ...

I was displeased that ...

I was pleased that ...

E. Hand in your notes , reaction paper, and any other materials used for this discussion. They are due at the beginning of the next class session.

II. Type a 1 page double spaced reaction paper for each class seminar discussion. Half should deal with the content and the other half should deal with the presentation techniques. The papers are due at the beginning of the next class session. (5 points for each reaction paper)

III.   Complete a computer data search on a problem or issue relating to office systems. The search is due February 1. (20 points) To complete this project:

A.   Identify a problem and/or issue relating to office systems.

B.   List descriptors you will use in the search.

C.   Obtain a computer printout of your search.

D.   Prepare a 1 or 2 page analysis of the printout.

E.   Turn in the list of key words, printout, and analysis by February 1.

IV.   Review a book of your choice from any area of office systems or services. Type a 5 page (maximum) reaction to what you learned. (25 points) This project is due February 15.

V.   Contact a local business firm or office and arrange to do a system study of an office automation or office services problem. To complete this project:

A.   Identify a business firm or office.

B.   Do a preliminary interview (written interview questions must be approved by your instructor before the interview).

C.   Develop a proposal to include

Statement of Problem

Extent of Problem

Objective of System Survey

Timetable

Possible Benefits

D.   Submit your proposal to the firm or office and a copy to your instructor for approval by March 1.

E.   Once proposal is approved collect information.

F.   Analyze data.

G.   Make recommendations.

You will present your analysis in written and oral form to the firm's representative and one copy of your written analysis to your instructor. Notify your instructor of the date, time, and location of your oral presentation in case he wants to attend. You may work in teams of 2 or 3 to accomplish this project. (100 points) This project is due April 19.

VI. Prepare a detailed budget for automation of the office for a specific local business. All items are to be cost justified. The budget will be presented to the firm for consideration. Provide your instructor with a copy of this project by March 15.

VII. Write a research paper related to office productivity. (80 points) To complete this project, follow these guidelines:

   A. Have your topic verbally approved by February 8.

   B. Submit a detailed outline and selected bibliography (at least 10 current references) by February 22.

   C. Select an appropriate style manual to follow when typing your research paper. Indicate on cover page the style manual used.

   D. Turn in the final version of your research by April 19.

VIII. Conduct an interview with a business person or persons involved with the concerns of office automation/administration. To complete this project:

   A. Identify the person(s) you interview by name, title, and firm.

   B. Obtain approval of the interview plan and questions before you set up the interview appointment--deadline is February 17.

   C. After the interview, type a reaction paper to the interview in which you also state the purpose of the interview and what you learned. (20 points)

   Share the interview with the class for an additional 10 points.

IX. Conduct a "business" project. This may be (a) the collection of data by survey from a local firm about any aspect of office automation or office services, (b) development of a proposal for office automation implementation, or (c) some other "business" project you identify. To complete this project:

   A. The project must be approved by February 10.

   B. Type a report using an appropriate style manual and present it to the business firm. One copy of the report will be submitted to your instructor--identify the

style manual used on the cover page. Your "business" project must be completed by April 14. (75 points)

Additional class activities may include mid-term and final examinations, case studies, and class projects.

NOTE: ITEMS I, II, and one of the following--V, VI, or VII--are required activities for the course.

GRADES

The points you earn serve as the basis for your semester grade; that is, 90, 80, 70, and 60 percent of the total possible points will determine letter grades of A, B, C, and D respectively.

Final Exam = Saturday, May 7 -- 12:30-2:30