

506446 Office Automation Systems

[3 cr., 3, 0] This course introduces the basic concepts of office automation and its relationship with other information systems in organizations. Topics include office productivity, OA technologies, integrated office software, groupware, e-mail, message generation and replaying systems, document processing and management, virtual office, local area networks, teleconferencing, multimedia in office environment, security of data communications, development of office automation systems.