UNIVERSITI TEKNOLOGI MARA

OSM653: OFFICE SYSTEMS ANALYSIS AND DESIGN

Course Name (English)	OFFICE SYSTEMS ANALYSIS AND DESIGN APPROVED
Course Code	OSM653
MQF Credit	4
Course Description	The focus of the course is the study of office systems, and the principles of systems analysis and design. Students will analyze office system requirements, propose system solutions and build an office system that meets an organization's needs. In addition, students will also investigate implementation and evaluation issues pertaining to standard project methodology. The course also emphasizes on various standard project methodologies and systems concepts.
Transferable Skills	retired
Teaching Methodologies	Lectures, Case Study, Discussion, Presentation
CLO	CLO1 Able to explain the concept of planning, analysis and design in office systems (LO3, C3, P1) CLO2 Able to assess the methodology and life cycle of system development and the related issues (LO7, C4, P3) CLO3 1.3 Able to apply the techniques of object oriented analysis and design (LO3, C3, P6) CLO4 Able to suggest strategies for effective office technology implementation (LO2, C5, A2)
Pre-Requisite Courses	No course recommendations

Topics
1. The Systems Development Environment 1.1) n/a
2. The Origins of Software 2.1) n/a
3. Identifying and Selecting Systems Development Projects 3.1) n/a
4. Initiating and Planning Systems Development Projects 4.1) n/a
5. Determining System Requirements 5.1) n/a
6. Structuring System Process Requirements 6.1) n/a
7. Structuring System Logic Requirements 7.1) n/a
8. Forms and Reports Design 8.1) n/a
9. Interfaces and Dialogue Design 9.1) n/a
10. Systems Implementation 10.1) n/a
11. Systems Maintenance 11.1) n/a

Assessment Breakdown	%
Continuous Assessment	60.00%
Final Assessment	40.00%

Details of Continuous Assessment

Assessment Type	Assessment Description	% of Total Mark	CLO
Assignment	n/a	15%	CLO1 , CLO2 , CLO3
Group Project	n/a	25%	CLO1 , CLO2 , CLO3 , CLO4
Test	n/a	20%	CLO1 , CLO2 , CLO3

Reading List

Recommended Text

- **Hoffer et al., 2011, *Modern Systems Analysis and Design***
- **Connolly, T. & Begg C. 2010, *Database Systems. A Practical Approach to Des, Addison Wesley***
- **Harris, 2010, *Essentials of Systems Analysis and Design. Prentice Hall. Fourth Edition Kendall et al.***
- **Shelly et al. 2010, *Systems Analysis and Design Methods. Cengage Learning. Eighth Edition.***

Article/Paper List: This Course does not have any article/paper resources

Other References: This Course does not have any other resources