UNIVERSITI TEKNOLOGI MARA

OSM655: OFFICE SYSTEMS DEVELOPMENT

Course Name (English)	OFFICE SYSTEMS DEVELOPMENT APPROVED
Course Code	OSM655

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	Demonstrate ability to investigate problems and provide effective solutions.

Teaching Methodologies	Lectures, Case Study, Discussion, Presentation

CLO	CLO1 Upon successful completion of this course, the students will be able toexplain the concept of planning, analysis and design in office systems. CLO2 Upon successful completion of this course, the students will be able toassess the methodology and life cycle of system development and the related issues. CLO3 Upon successful completion of this course, the students will be able to:apply the techniques of object oriented analysis and design. CLO4 Upon successful completion of this course, the students will be able to develop an office automation system software.

Pre-Requisite Courses	No course recommendations

Topics

1. Introduction to Database
1.1) The Database
1.2) The Database Management System (DBMS)
1.3) Database Application Programs
1.4) Components of the DBMS Environment

2. The Origins of Software
2.1) Introduction
2.2) Systems Acquisition
2.3) Reuse

3. The Systems Development Environment
3.1) Introduction
3.2) A Modern Approach to Systems Analysis and Design
3.3) Types of IS and Systems Development
3.4) Developing IS and the Systems Development Life Cycle

4. Identifying and Selecting Systems Development Projects
4.1) Introduction
4.2) Identifying and Selecting Systems Development Projects
4.3) Corporate and Information Systems Planning

5. Initiating and Planning Systems Development Projects
5.1) Introduction
5.2) The Process of Initiating and Planning Systems Development Projects
5.3) Assessing Project Feasibility
5.4) Building and Reviewing the Baseline Project Plan

6. Structuring System Logic Requirements Introduction
6.1) Introduction
6.2) Logic Modeling: Object-Oriented Approach

7. Determining System Requirements
7.1) Performing Requirements Determination
7.2) Requirement Determination Methods

8. Database Modeling
8.1) Entity Types
8.2) Relationship Types

9. Forms and Reports Design
9.1) Introduction
9.2) Formatting Forms and Reports
9.3) Assessing Usability

10. Interfaces and Dialogue Design
10.1) Introduction
10.2) Interaction Methods and Devices
10.3) Designing Interfaces and Dialogues
10.4) Designing Interfaces and Dialogues in Graphical Environment

11. Systems Implementation
11.1) Introduction
11.2) Software Application Testing
11.3) Installation
11.4) Documenting the System
11.5) Training and Supporting Users
11.6) Project Closedown

12. Systems Maintenance
12.1) Introduction
12.2) Maintaining IS
12.3) Conducting System Maintenance

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Individual Assignment 1 - Individual Role play (Focus only on user role for JAD session during requirements determination in Topic 5)	20%	CLO3
	Assignment	Individual Assignment 2 - based on Topic 6: Structuring System Logic Requirements. There are 2 questions. The students need to construct Logic Modeling: Object-Oriented Approach (Use Case Diagram & Decision Table).	20%	CLO2
	Case Study	System Development Case Study: Objective of the project is to develop information system software use within business environment. It relates with Assignment 1 whereby students need to define the problems thoroughly and come out with ideas/ solution by building a prototype.	30%	CLO4
	Test	ONE test related to the concept of computer, communication and security require students to gain knowledge.	30%	CLO1

Reading List	Recommended Text	• **Hoffer et al. 2011, *Modern Systems Analysis and Design*, Pearson, Prentice Hall.**
	Reference Book Resources	• **Connolly, T. & Begg C. 2010, *Database Systems. A Practical Approach to Des*, Addison Wesley**
		• **Harris 2009, *Essentials of Systems Analysis and Design*, Prentice Hall**
		• **Kendall et al. 2010, *Systems Analysis and Design*, Prentice Hall**
		• **Shelly et al. 2010, *Systems Analysis and Design Methods*, Cengage Learning**
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	