

GRANDE PRAIRIE REGIONAL COLLEGE  
 DEPARTMENT OF OFFICE ADMINISTRATION  
 COURSE OUTLINE

OA1141 - ELECTRONIC RECORDS MANAGEMENT

TEXTS REQUIRED: Learn Windows 3.1, Shelley/Cashman/Quasney  
Learn Excel, Shelley/Cashman/Forsythe

COURSE DESCRIPTION: The first six weeks the course covers the fundamentals of disk operating system so as to fully utilize the features of MS-DOS and Windows 3.1. Develops records management skills. Introduces basic familiarity with hardware and software specifications and configurations. Other topics to be covered are systems design, viruses and software ethics. The last six weeks of the course covers the basic application of Excel. The course will consist of 33 hours instructional time.

- COURSE OBJECTIVES: The student shall be able to:
1. Utilize the operating system of a computer effectively and be able to organize a hard disk that operates efficiently and accurately.
  2. Manage electronic files efficiently
  3. Be familiar with Records Management concepts.
  4. Install software and configure peripherals.
  5. Employ anti-virus programs to protect and disinfect files.
  6. Be familiar with the Canadian Copyright Act as it relates to software ethics and liabilities.
  7. Be familiar with the basic applications of Excel.

The student is expected to read, to study and to understand the assigned readings and meet the specific objectives outlined herein. The student will be required to participate in classroom discussion and group work as a means of achieving the general objectives.

GRADING:	DOS ASSIGNMENTS	10%
	EXCEL ASSIGNMENTS	20%
	WINDOWS ASSIGNMENTS	20%
	EXCEL FINAL	25%
	WINDOWS/RECORDS MANAGEMENT - FINAL	<u>25%</u>
		100%