

GRANDE PRAIRIE REGIONAL COLLEGE
COURSE OUTLINE
OA 2080
ELECTRONIC RECORDS MANAGEMENT

F. 97

- TEXT:** Information and Image Management: A Records Systems Approach, Canadian Third Edition, Ricks, Swafford, Gow and Flemming
DOS/Windows and Microcomputer Concepts Second Edition, Rebecca Latif-Pembry
- PREREQUISITE:** OA 1210, OA 1140, OA 1150 or their equivalents or consent of Instructor
- COURSE DESCRIPTION:** Students will be introduced to the fundamentals and concepts of records management in a paper-based system. Basic filing, DOS and Windows '95 will be reviewed and students will use those platforms to build hierarchical directories. Students will employ Paradox for Windows or MS Access to design system structures and file records electronically. Additional topics are software installations, utilities applications such as disk maintenance and repair and hardware specifications and configurations.
- COURSE OBJECTIVES:** The student will
- review DOS and Windows platforms
 - design hard disk filing systems
 - be familiar with records management concepts
 - manage files electronically
 - manage a computer hard drive efficiently and efficiently
 - install computer software
 - employ software utilities
- GRADING CRITERIA:** DAILY ATTENDANCE IS ESSENTIAL
Some assignments will have to be completed out of class time.
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| Manual Filing | 10% |
| Chapter Quizzes | 30% |
| Group Project | 10% |
| DOS/Windows Tests | 20% |
| Design Projects | 30% |
- SUPPLIES:** Two 3.5" High Density Computer Disks (preferably with storage case)

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