

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OCT 08 1999

Grande Prairie
Regional College

OA 2080 ELECTRONIC RECORDS MANAGEMENT

Prerequisite:	OA 1140, OA 1150, OA 1210, their equivalents or consent of the Instructor.	
Instructor:	Diane Kinderwater Office: C302 Phone 539-2783 (office) 532-7944 (home) e-mail kinderwater@gprc.ab.ca	
Textbooks:	Records Management (Smith & Kallaus) Sixth Edition MS Windows 95 and Microcomputer Applications (Latif-Pembry & Perkins)	
Course Description:	This course focuses on the fundamentals of Records Management in a paper-based system, including a review of basic filing techniques. Coverage is also provided for filing and maintenance of automated, microimage and electronic imaging records. The student is introduced to current microcomputer hardware and software, procedures and practices, providing up-to-date information and skills in the day-to-day operation of a computer. Students will gain an understanding of the Freedom of Information and Protection of Privacy in today's office environment.	
Course Objectives:	Student will be able to: <ul style="list-style-type: none"> • Work in DOS/Windows environments • Understand how computers work • Understand system storage devices • Be familiar with input/output hardware • Be familiar with computer software and multimedia applications • Design filing systems • Be familiar with records management concepts • Understand FOIP and its impact on office management 	
Grading:	Windows '95 and Microcomputer Concepts section (includes chapter tests and assignments)	40%
	FOIP section (Internet research assignment)	20%
	Records Management section (includes chapter tests and assignments)	20%
	Electronic Records Management project	20%

Course Policy:

Daily attendance in this class is essential. Not all assignments and readings can be completed in class time. Students will be responsible for completed assignments outside of class time when necessary. Assignments and tests missed will be recorded as a zero. Make-up assignments and tests are at the discretion of the instructor.

Supplies:

Two (2) High Density computer disks