

**GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE**

SEP 13 2009

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
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 Act and computer virus detection, elimination and prevention in today's office environment.
- Course Objectives:** Student will be able to:
- Work in Windows computer environments
 - Understand how computers work
 - Understand system storage devices
 - Be familiar with input/output hardware
 - Be able to load/unload/configure software
 - Be familiar with records management concepts
 - Design, create, use and maintain electronic filing systems
 - Understand FOIP and its impact on office management
 - Recognize computer viruses and eliminate them

Grading:	Windows '95 and Microcomputer Concepts section 30% (includes chapter tests and assignments)
	FOIP module (Internet research assignment)..... 10%
	Virus module (Internet research assignment)..... 10%
	Records Management section..... 20% (includes chapter tests and assignments)
	Manual Filing Review..... 10%
	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. Missed assignments and tests will be recorded as a zero. There are no make-up assignments or tests.

Supplies: Two (2) High Density computer disks
Two file folders, letter size
Two duo-tangs or covers to contain submitted report assignments