

**Grande Prairie Regional College**  
**Administrative Technology**  
**Course Outline, Fall, 2005**  
**OA 2080 M2 Electronic Records Management**  
**1.5 credits (0-0-2.5) 38 hours**

- Prerequisite:** OA 1140, OA 1150, OA 1210, their equivalents or consent of the Instructor
- Session Details:** Tuesdays and Thursdays, 1-2:20
- Instructor:** Diane Kinderwater, A313A, Phone 539-2783  
e-mail [dkinderwater@gprc.ab.ca](mailto:dkinderwater@gprc.ab.ca)
- Textbooks:** Records Management (Smith & Kallaus) Seventh E  
Quick Filing Practice (Stewart) Fourth Edition
- Supplies:** Two (2) HD computer data disks  
Two file folders, standard size
- Course Description:** This course focuses on the fundamentals of Records Management in a paper-based system, including basic filing techniques. Filing and maintenance of automated, micro-image 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 (FOIP) and computer virus detection, elimination and prevention.
- Course Objectives:** Students 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

**Course Policy:**

- 1 Attendance is required, please call your instructor if you are ill and will be missing class
- 2 More than 3 missed classes may result in a recommendation of "Debarred from Final Exam", see page 43 in your College Calendar
- 3 In-class tests, midterms and final exams must be completed at scheduled times. Alternate or individual examination times are not an option. Failure to complete exams at scheduled times result in a grade of "F"
- 4 If you miss class, arrange with a classmate to call you with your assignments. YOU are responsible for any missed assignments.
- 5 Assignments are due on the dates set by instructor. Assignments may be handed in early, but no lates will be accepted.
- 6 Missing an in-class quiz or assignment or homework assignment will result in a zero (0) for that assignment. Not all in-class quizzes or assignments are announced before that date.
- 7 Plagiarism will not be tolerated. See pg 47 of your College Calendar, which describes the penalties involved.
- 8 In order to write the final exam, you must have completed all the requirements (assignments, quizzes, tests) as assigned by your instructor.
- 9 Arrange now for someone in your class to be your study buddy.....someone you can call when you need to find out what you missed. Record their name and number below

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_