



# Grande Prairie Regional College

School of Business

Administrative Technology Department

OA2080 M2 – Electronic Records Management  
1.5 (0-0-2.5) 38 hours  
Fall 2007

**Prerequisite(s)/corequisite(s):**

OA 1140, OA 1150, OA 1210, their equivalents or consent of the Instructor.

**Instructor:**

Diane Kinderwater, Office A313A, [dkinderwater@gprc.ab.ca](mailto:dkinderwater@gprc.ab.ca)

Phone (780) 539-2783

**Text:**

Records Management (Smith & Kallaus) 8<sup>th</sup> Edition

Quick Filing Practice (Stewart) 4<sup>th</sup> Edition

**Credit/Contact Hours:**

1.5 (0-0-2.5) 38 hours

**Delivery Mode(s):**

Lecture

**Session Details:**

Tuesdays and Friday s: 1 p.m.- 2 p.m.

**Supplies:**

Two file folders, letter size

Two duo-tangs or covers to contain submitted report assignments

**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, 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. A Disaster Recovery project will be completed at the end of the term.

**Course Objectives:**

The student will demonstrate the ability to:

- Work in Windows Vista computer environments
- Understand basic computer operations
- Understand system storage devices
- Be familiar with input/output hardware
- Be familiar with records management concepts
- Design, create, use and maintain electronic filing systems
- Understand FOIP and its impact on office management
- Formulate a disaster recovery plan

**Course Policy:**

- Attendance is required and will be taken at each class. If you are ill, please call your instructor. More than three missed classes is considered excessive and may result in a recommendation of "Debarred from Exam". Please read your Rights and Responsibilities on page 44 of your College Calendar.
- In-class tests, mid-terms and finals must be completed at scheduled times. Alternate or individualized exams will not be considered. Failure to complete scheduled exams will result in a "0"
- YOU are responsible for any work missed and assignments due, even if you are absent. All assignments must be completed before attempting final project and exam.
- Policy on Cell Phones and Other Personal Electronic Devices  
Department of Administrative Technology: August, 2007

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms and labs. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

Cell phones, PDA's and pagers must be turned off and placed out of sight in classrooms and computer labs during instructional time. Devices can only be turned on and set to silent mode with the expressed consent of individual instructors. Sending or receiving text messages or gaming on a cell phone during class is not acceptable. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.

Some instructors may have penalties for violations. If cell phones, pagers, calculators, recorders, digital cameras, PDA's MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of Grande Prairie Regional College.

### **GRADING:**

Filing	20%
Chapter Quizzes	30%
FOIP and DR Project:	20%
Final Exam	30%

Grades will be assigned on the Letter Grading System.

<b>Administrative Technology Department</b>			
<b>Grading Conversion Chart</b>			
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>76 – 79</b>	
<b>B</b>	<b>3</b>	<b>73 – 75</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>

### **Statement on Plagiarism and Cheating:**

The instructor reserves the right to use electronic plagiarism detection services. The College has adopted appropriate penalties for student misconduct with respect to plagiarism and cheating.

Penalties are levied according to the degree of the infraction. Do not cheat, it is not worth it.

Refer to page 44 of the College Calendar.