



GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OCT 22 1998

ELECTRONIC RECORDS MANAGEMENT
OA 2080A (Fall 1998)

Instructor:	J. R. Boyle Office: C-214 Office Hours: Mon-Fri. 9-10 am, and by appointment. Phone # 539-2829 (office)
Prerequisite:	OA 1210, OA 1140, OA 1150 or their equivalents or consent of the Instructor.
Text:	<u>Information and Image Management: A Records System Approach</u> , Canadian Third Edition > Ricks, Swafford, Gow and Fleming. <u>DOS/Widows and Microcomputer Concepts: Second Edition</u> , Rebecca Latif-Pembry. ☆In addition the Instructor may use other resources to supplement the above materials.
Course Description:	This course focuses on the fundamentals of records management in a paper-based system. Basic filing, DOS and Windows '95' will be reviewed and student will use those platforms to build hierarchical directories. Additional topics are software installations, utilities applications such as disk maintenance, disk repair, hardware specifications and configurations. In addition student will gain an understanding of the Freedom of Information and Protection of Privacy on today's office environment.
Course Objectives:	The student will be able to review: <ul style="list-style-type: none">● DOS and Windows platforms.● Design hard disk filing systems.● Be familiar with records management concepts.● Understand the impact of the Freedom of Information and Protection of Privacy Act on office management.● Manage a computer hard drive efficiently and effectively.● Install computer software and employ utility programs.● Understand the Rules and Classification System Selection.

Grading

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

DOS/Windows Quizzes - 20%

- Not all chapters will have a quiz.
- Assignments.

DOS/Windows Presentations - 10%

- Group assignment.

Freedom of Information and Protection of Privacy - 10%

- Internet and essay assignments.
- F.O.I.P. test.

Records Management Quizzes - 25 %

- Not all chapters will have a quiz.
- Late or missed quiz will receive a grade of zero.
- Assignments.

Records Management Chapter Presentations - 10%

- Students will be in groups and have one class to present chapter.

System Design Project - 25%

- Students will build an electronic filing system from files given to them.
- Responsible for copying files from Instructor's disk to hard drive to student's disk.

Supplies:

Two 3.5" High Density Computer Disks