

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE
ELECTRONIC RECORDS MANAGEMENT
OA 2080M (Winter 1999)

- Instructor:** J. R. Boyle
Office: C-214
Office Hours: Mon-Fri. 11-11:50 am, and by appointment.
Phone # 539-2829 (office)
- Prerequisite:** OA 1210, OA 1140, OA 1150 or their equivalents or consent of the Instructor.
- Text:** Information and Image Management: A Records System Approach, Canadian Third Edition> Ricks, Swafford, Gow and Fleming.
DOS/Widows and Microcomputer Concepts: Second Edition, 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 Objective:** The Student will review the fundamentals of records management in group case studies. This will develop the individuals understand and contribution to the groups goals and working within an organization. Students will also review Windows platforms and design hard disk filing systems using idea's learned from records management.
- 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.

Information and Image Management Quizzes

- Chapters 1-4 — 10%
- Chapters 5-7 — 10%
- Chapters 8-12 — 10 %
- Chapters 13-16 — 10%
- Chapters 17-18 — 5 %

Group Assignments

- Information and Image Management Case Studies — 10%

Windows 95 and Microcomputer Concepts

- Chapter Assignments — 10%
- Freedom for Information Assignment (FOIP) — 5%

Final Exam — 30%

Supplies: Two 3.5" High Density Computer Disks

Electronic Records Management
Office Administration 2080 M3
Course Syllabus

Students are responsible for completed assignments and readings outside of class time when necessary.

Week One Jan 6-8	Getting Started. Readings: Information and Image Management (IIM) Chapter 1: The Records Management System.
Week Two Jan 11-15	Readings: IIM; Chapter 2: Records Manager and the Records Management Staff and Microsoft Windows 95 Microcomputer Concepts (Win) Chapter 1; How Microcomputers Work. Win Chapter 2: System Unit and Storage Hardware.
Week Three Jan 18-22	Readings: IIM; Chapter 3: Records Inventory and Analysis. IIM; Chapter 4: Records Retention and Legal Considerations.
Week Four Jan 25-29	Quiz IIM; Chapters 1-4. Readings: IIM; Chapter 5: Manual Systems and Records Management, Equipment, and Supplies. Chapter 6: Indexing Rules and Classification System Selection.
Week Five Feb 1-5	Readings: IIM; Chapter 6: Indexing Rules and Classification System Selection. Chapter 7: Manual Records Storage and Retrieval.
Week Six Feb 8-12	Quiz IIM Chapters 5-7. Readings: IIM; Chapter 8: Microfilm Technology. Win Chapter 3: Input and Output Hardware. Win Chapter 4: Understanding Windows 95.
Week Seven Feb 15-19	Readings: IIM; Chapter 9: Electronic Records Management. Chapter 10: Integrated Information Systems.
Week Eight Feb 22-26	READING WEEK
Week Nine March 1-5	Readings: IIM; Chapter 11: Vital Records, Disaster Prevention. Chapter 12: Records Security and Information Privacy. Win Chapter 5: Networks, Standalones, and Notebooks.
Week Ten March 8-12	Quiz IIM Chapters 8-12. Readings: Win Chapter 6: Selecting Hardware and Software. Win Chapter 7: You and the Internet. Win Chapter 8: Using the Technology.
Week Eleven March 15-19	Readings: Freedom of Information and Protection of Privacy. IIM; Chapter 13: Correspondence, Directives, and Copy Management.
Week Twelve March 22-26	Readings: IIM; Chapter 14 Forms and Reports Management. IIM; Chapter 15: Records Control - Audits and Reports.
Week Thirteen Mar 29-April 2	Readings: Chapter 16: Records Management Manual.
Week Fourteen April 5-9	Quiz IIM Chapters 13-16. Readings: IIM; Chapter 17: Inactive Records. Chapter 18: Archives Management.
Week Fifteen April 12-16	Norton Utilities. Quiz IIM Chapters 16-17.