

## OFFICE ADMINISTRATION COURSE OUTLINE

OA2080- RECORDS MANAGEMENT

SEP. 12, 2001

**INSTRUCTOR:**

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**TEXT:**

Records Management - Windows  
Smith.Kallaus, 6<sup>th</sup> Edition  
South-west Educational Publishing

**COURSE OUTLINE:**

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.

**SUPPLIES:**

Two (2) High Density computer disks  
Two file folders, letter size  
Two duo-tangs for submitted report assignments

COURSE OBJECTIVES: The student will demonstrate the ability 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 system
- ✓ Understand FOIP and its impact on office management
- ✓ Recognize computer viruses and eliminate them

COURSE POLICY:

- ✓ Attendance is mandatory. If you are ill or experience unforeseen circumstances, you must notify your instructor at 539-2059 and leave a message if I am not in.
- ✓ Not all assignments and readings can be completed in class time. Students will be responsible for completed assignments outside of class time when necessary.
- ✓ Assignments are due on the dates set by instructor. Late assignments are only accepted by special arrangement.
- ✓ No make-ups on missed assignments or exams
- ✓ Academic dishonesty, refer to page 37 of College Calendar
- ✓ All assignments must be completed and marked in order to receive credit for this course

GRADING:

Manual Filing Review .....	10%
Records Management (includes Tests, Assignments, Quizzes).....	50%
FOIP Module (internet research assignment) .....	10%
Electronic Records Management Project .....	20%
Virus Module (internet research assignment) .....	10%