

**Grande Prairie Regional College**  
**Administrative Technology**  
**Course Outline**  
**Fall 2003**

**OA 2080A2/M2 Electronic Records Management**

- Prerequisite:** OA 1140, OA 1150, OA 1210, their equivalents or consent of the Instructor.
- Session Details** A Section T R 1:00 – 2:20 A 312 - Fall 2003  
M Section TR 8:30 – 10:00 A 313 - Fall 2003
- Instructor:** Sharron Barr Office: A313B Phone 539-2979  
532-9236 (home) e-mail: sbarr@gprc.ab.ca
- Textbooks:** Records Management (Smith & Kallaus) Seventh Edition  
Microsoft Windows XP Comprehensive Concepts and Techniques  
(Shelley, Cashman) Thomson Learning
- M Section Only** – Quick Filing Practice (Stewart) McGraw Hill.
- Supplies:** Two (2) High Density computer disks  
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 and computer virus detection, elimination and prevention in today's office environment.
- Course Objectives:** Student 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

|                 |   |
|-----------------|---|
| <b>Grading:</b> | Windows XP and Microcomputer Concepts section ..... 30% |
|                 | (includes chapter tests and assignments)                |
|                 | FOIP module (Internet research assignment)..... 10%     |
|                 | Virus module (Internet research assignment)..... 10%    |
|                 | Records Management section..... 20%                     |
|                 | (includes chapter tests and assignments)                |
|                 | Manual Filing Review..... 10%                           |
|                 | Electronic Records Management project..... 20%          |

**Course Policy:**

1. Attendance is required and will be taken at each class. If you are ill, please call you instructor. More that 3 missed classes may result in a recommendation of “Debarred from Exam.” (See College calendar,p.33)
2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will not be considered. Failure to complete examinations at the scheduled times will result in a grade of zero (0).
3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
4. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only in exceptional circumstances may assignments be handed in late.
5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before that date.  
This policy may change from course to course.
6. Plagiarism will not be tolerated.
7. All major assignments must be completed in order to complete a course.  
Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.

Study Partner’s Name \_\_\_\_\_

Study Partner’s Phone Number\_\_\_\_\_

**Read your Rights & Responsibilities on page 30-40 of the College Calendar.**

