

Grande Prairie Regional College
Administrative Technology
Course Outline
Fall 2004
OA 2080A2/M2 Electronic Records Management

- Prerequisite:** OA 1140, OA 1150, OA 1210, their equivalents or consent of the Instructor.
- Session Details** T R 1:00 – 2:20 A 313 - Fall 2004
- Instructor:** Sharron Barr
Office: C214
Phone 539-2979
532-9236 (home)
e-mail: sbarr@gprc.ab.ca
- Textbooks:** Records Management (Smith & Kallaus) Seventh Edition
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

Grading:

Textbook Assignments	
Filing Review Test, Alphabetic Indexing Rules Chapters 2 & 3	10%
ARMA Research Assignment Chapter 1	2%
Chapter 1 Terms Handout	2%
Chapter 4 Application 4-1, Computer Indexing Rules	2%
Chapter 5 & Appendix B, Records Management Supplies Assignment	2%
Chapter 6 Application 6-1 and 6-3, Alphabetic Storage & Retrieval	2%
Chapter 7 Application 7-1 and 7-2, Subject Records Management & Supplemental Assignment	2%
On-line Printing Electronic Subject Filing Assignment Part I – outgoing files	10%
On-line Printing Electronic Subject Filing Assignment Part II – incoming files	10%
Chapter 8 Applications 8-1 and 8-2	2%
Chapter 9 Applications 9-1 and 9-2	2%
Chapter 10 E-mail Assignment	2%
Other Assignments	
FOIP Research Assignment – A Section ONLY	10%
Quick Filing Practice Assignments – M Section ONLY	10%
Exams	
Midterm I Chapters 1 – 6 & Lecture Notes	10%
Midterm II Chapters 7 – 12 & Lecture Notes	10%
Final Exam	20%

Course Policy:


- 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)
- 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).
- If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
- 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.
- 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.
- Plagiarism will not be tolerated.
- All assignments must be completed in order to write the final exam and complete the 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 - College Calendar.

OA2080A2/M2 ELECTRONIC RECORDS MANAGEMENT FALL 2004 COURSE SCHEDULE

September 2004 	
Tuesday	Thursday
<p style="text-align: right; margin-right: 10px;">7th</p> <p>Department Orientation</p>	<p style="text-align: right; margin-right: 10px;">9th</p> <p>Course Outline Course Schedule Alphabetic Files Placement Test Read: Chapters 1 & 2 Bring Quick Filing Practice for next day</p>
<p style="text-align: right; margin-right: 10px;">14th</p> <p>Chapter 1 Records Management in Review ARMA Assignment Terms Assignment Placement Test Review Chapter 2 Alphabetic Indexing Rules Check Your Knowledge: Rule 1 p. 32 Rule 2 p. 33 Rule 3 p. 34 Rule 4 p. 35 Rule 5 p. 37 Cross Referencing p. 45 – Notes A's Do Application 2-2 & handouts M's Do Quick Filing Ex 1-6 Read Chapter 3</p>	<p style="text-align: right; margin-right: 10px;">16th</p> <p>Chapter 3 Alphabetic Indexing Rules Check Your Knowledge Rule 6 p. 53 Rule 7 p. 54 Rule 8 p. 56 Rule 9 p. 59 Rule 10 DO NOT DO Cross References, Business Names p. 68 A's Do App's 3-1 & 3-2 M's Review 1-6 QFP Do Quick Filing Practice Business Names – Ex. 7 -13 Review</p>
<p style="text-align: right; margin-right: 10px;">21st</p> <p>Review Chapter 3 Assignments ARMA and Terms Due Overview of Filing Test Read Chapter 4 Alphabetic Indexing Rules for Computer Applications M's Introduction to Access - Extra Class – Wednesday, September 22, 2004 1 – 2:30</p>	<p style="text-align: right; margin-right: 10px;">23rd</p> <p>Chapter 4 Lecture Do: Application 4-1 & 4-2 Alphabetic Filing Test Mark M's Quick Filing Practice – Alphabetic Correspondence Filing – Ex. 17-20</p>
<p style="text-align: right; margin-right: 10px;">28th</p> <p>Application 4-1 Due Chapter 5 Lecture Do Chapter 5 Assignment M's Review QFP Ex 17 – 20 M's Subject Correspondence Filing Ex. 21 - 24</p>	<p style="text-align: right; margin-right: 10px;">30th</p> <p>Chapter 6 Lecture Notes Do 6-1, 6-2, 6-3\ M's Review QFP 21 - 24</p>

October 2004 	
<p style="text-align: right; margin-right: 10px;">5th</p> <p>Chapter 5 & 6 Assignments Work Day Due: October 7th Overview Midterm I – Chapters 1 – 6</p>	<p style="text-align: right; margin-right: 10px;">7th</p> <p>Midterm I Chapters 1 – 6 Chapter 5 and 6 Assignments Due</p>
<p style="text-align: right; margin-right: 10px;">12th</p> <p>Review Midterm Chapter 7 Lecture – Subject Records Management & Windows XP Reviewed</p>	<p style="text-align: right; margin-right: 10px;">14th</p> <p>Chapter 7 and Quick Filing Practice Work Day</p>

Subject Filing Assignments On-Line Printing Part I Grocery Store Assignment M's Quick Filing Practice	
Chapter 7 and Quick Filing Practice Work Day – Assignments Due	On-line Printing Subject Filing Part II Assignment Due
Return and Review Chapter 7 Assignments Chapter 8 Lecture – Numeric Records Management Do Application 8-1, 8-2 M's QFP Numeric Filing Ex 27 - 28	Chapter 8 Assignments Due Chapter 9 Lecture – Geographic Records Do Application 9-1, 9-2 M's Review QFP Ex 27 - 28 M's QFP Geographic Filing Ex. 25 - 26
 November 2004	
E-mail Lecture Lecture Notes Completed Read Chapter 10 Do: E-mail Assignment M's Review QFP Ex 25 – 26	Work Day Chapter 9 and E-mail Assignments Due November 9th Final Exam Overview
Work Day / Quick Filing Practice Final Exam	Remembrance Day – No classes
Gemini Flower Shop Project Day One	Gemini Flower Shop Project Work Day Due November 19th
Gemini Flower Shop Project Review Final Exam – Orion Health Care Day One	Orion Health Care Day Two – Final Day
Final Exam – Access Component Day One	
 December 2004	
	Final Exam Access Component Day Two
A's FOIP & Records Management Regulations Report Due & Final Exam - Electronic Records Management Portfolio Submission Day One	Final Exam – Portfolio Component Day Two Due M's Final Exam QFP Exam Final Exam – Written Component TBA