



Grande Prairie Regional College

School of Health Wellness and Career Studies

Office Administration Department

OA2080 A2 – Electronic Records Management 1.5 credits

Prerequisite(s)/corequisite(s):

OA 1140, OA 1150, OA 1210, their equivalents or consent of the Instructor.

Instructor:

Sharron Barr, Office A313B, sbarr@gprc.ab.ca

Phone (780) 539-2979

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Text:

Records Management (Smith & Kallaus) 8th Edition

Quick Filing Practice (Stewart) 4th Edition

Credit/Contact Hours:

1.5 credits

Delivery Mode(s):

Lecture/Lab & Black Board Platform

Supplies:

Microsoft Office Suite Version 2007 including Word and Access software with Windows Vista Operating System

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

Updated 10/27/2008

Freedom of Information and Protection of Privacy Act. A Disaster Recovery project will be completed at the end of the term.

Course Objectives:

The student will demonstrate the ability to:

- Work in Windows Vista computer environments
- Understand basic computer operations
- Understand system storage devices
- Be familiar with input/output hardware
- Be familiar with records management concepts
- Use manual filing techniques (ARMA) to correctly file documents according to alpha, numeric, subject and geographic systems
- Design, create, use and maintain electronic filing systems
- Understand FOIP and its impact on office management
- Be familiar with Canada Copyright Laws
- Formulate a disaster recovery plan

Course Policy:

- Quizzes and final must be completed at scheduled times. Alternate or individualized exams will not be considered. Failure to complete scheduled exams will result in a “0”
- All assignments must be completed before attempting final project and exam.

GRADING:

Manual Filing Module	10%
Chapter Quizzes/Assignments	40%
FOIP/Copyright and DR Projects	20%
Final Exam	30%

Grades will be assigned on the Letter Grading System.

Administrative Technology Department			
Grading Conversion Chart			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4	90 – 100	EXCELLENT
A	4	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	76 – 79	
B	3	73 – 75	GOOD

B ⁻	2.7	70 – 72	SATISFACTORY
C ⁺	2.3	67 – 69	
C	2	64 – 66	
C ⁻	1.7	60 – 63	
D ⁺	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

Course Policy

- To gain a real understanding of the software, complete all chapter exercises NOT just the assigned work.
- Assignments are due on the dates set by instructor. Late assignments not accepted.
- Assignments are to be dropped in the digital drop box or submitted in class by 6 p.m. on the due date. Please check schedule as some assignments will require Print Screens to be sent.
- Redo's are encouraged. Assignments will be graded within 24 hours and students are encouraged to edit their work and resubmit it for full marks. All work will be marked within 24 hours and all re-submitted work (redo's) is due Monday's by 8 p.m.
- Examination materials will be made available on Black Board on the dates and times specified. If this time is unacceptable, contact your instructor to set-up an alternate time. No make ups for missed exams.
- Examination work can be submitted the drop box in Black Board or handed-in in class.
- Academic honesty: please refer to page 44 of your College Calendar
- All course assignments must be completed and marked in order to attempt the chapter tests and the final exam.
- Marks sheets will be maintained by the instructor and forwarded to students as attachments with updates as work in completed.
- See The Department of Office Administration Cell Phone, PDA, and Messaging Policy.

Cell Phone Policy:

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms and labs. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

Cell phones, PDA's and pagers **must be turned off and placed out of sight in classrooms and computer labs during instructional time.** Devices can only be turned on and set to silent mode with the expressed consent of individual instructors. Sending or receiving text messages or gaming

on a cell phone during class is not acceptable. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.

Some instructors may have penalties for violations. If cell phones, pagers, calculators, recorders, digital cameras, PDA's MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of Grande Prairie Regional College.

OA 2080 SECTION 'A2' SCHEDULE SCHEDULE OF ASSIGNMENTS AND MARKS

**All assigned work must be completed in order to receive credit for the course.
Due Dates to be assigned in-class.**

ASSIGNMENT	MARK	%
Save text files to H: Drive OA2080 Folder. Tour Black Board site.		
¹ Gregg Filing Box Module (Please refer to additional instructions for this module, found on Blackboard) Additional practice/info may be found at: http://www.mhhe.com/stewart5e	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10%
Filing assignments/quiz 1 (Alphabetic Filing)		
Filing assignments/quiz 2 (Alphabetic Filing)		
Alphabetic Final Filing Quiz		
<p>For the work to be done in the Records Management chapters outlined below, please follow this procedure: Read the chapter, watch the PowerPoint presentation found under the appropriate chapter in Course Documents on Blackboard, attend the lecture and take notes. Then refer to this assignment sheet, find out what must be done for assignments. Use Word and Access 2007 to input answers, definitions, screenprints, whatever is required. Label each assignment clearly in the document or database, forward completed document in the drop box or in-class. On the file name in the drop box please be specific as to the Chapter and assignment you are submitting. Chapter work is credit/non-credit, exams and quizzes are percentages. For further practice, an on-line companion to your text can be found at http://read.swlearning.com/ where you can find additional resources. These are not required to be completed for the course, they are practices only.</p>		
<p><u>Chapter 1</u>: Watch PP and briefly scan this chapter, pay particular attention the "Life Cycle of a Record" on page 19, this is the most important part of this chapter.</p> <p>Lecture I: Introduction to Records Management and Cross Referencing</p> <p><u>DO Chapter 1 Assignment 1</u>. Create the "Life Cycle of a Record" and memorize it. (HINT: use Smart Art process in Word). Send File through the Drop Box</p> <p>No other assignments for this chapter.</p>	<input type="checkbox"/>	50%

¹ **NOTE: All students are invited to challenge the alphabetic portion of the course. A challenge exam will be schedule the second class day and a grade of 90% or greater is required to**
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<p><u>Chapters 2, 3, 4:</u> Review the filing rules as necessary</p> <p><u>DO Chapter 2 Application 2-1.</u> ALTERNATE INSTRUCTIONS: Create a Word Table, save the document as App 2-1, and index the names into the table. The columns will be labels Key Unit, 2, 3, 4. Then use your sort feature and sort. Drop Word File.</p> <p><u>DO Chapter 2 Application 2-2.</u> ALTERNATE INSTRUCTIONS: Create a Word Table, save the document as App 2-1, and index the names into the table. The columns will be labels Key Unit, 2, 3, 4. Then use your sort feature and sort. Drop Word File</p> <p><u>DO Chapter 2 Application 2-3.</u> Drop Word File with answers. (USING ACCESS)</p> <p><u>DO Chapter 3 Application 3-1.</u> ALTERNATE INSTRUCTIONS: Create a Word Table, save the document as App 2-1, and index the names into the table. The columns will be labels Key Unit, 2, 3, 4. Then use your sort feature and sort. Drop Word File</p> <p><u>DO Chapter 3 Application 3-2.</u> ALTERNATE INSTRUCTIONS: Create a Word Table, save the document as App 2-1, and index the names into the table. The columns will be labels Key Unit, 2, 3, 4. Then use your sort feature and sort. Drop Word File</p> <p><u>DO Chapter 3 Application 3-3.</u> Drop Access Database file <i>Customers</i></p> <p><u>DO Chapter 3 Application 3-4.</u> TOGETHER in-class (USING ACCESS)</p> <p><u>DO Chapter 4 Application 4-3.</u> (USING ACCESS) Drop the Access Database file <i>4-3 Applicants</i>.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p><u>Chapter 5:</u> Read chapter, watch PP presentation, attend Lecture II and take notes. Save and read E-mail Do's and Don'ts on Black Board.</p> <p><u>DO Review and Discussion questions on page 131.</u> Drop.</p> <p><u>DO Chapter 5 Application 5-1 on page 132.</u> Once you have completed this electronic filing assignment, do a screenprint showing the directory structure you have created, with one subfile open showing the files contained within it. Paste screenprint onto a Word Document, send file in the drop box to your instructor. Make sure you clearly identify the course number and assignment (Ch 5, 5-1)</p> <p><u>DO Chapter 5 Application 5-2 on page 133.</u> (USING ACCESS) ALTERNATE INSTRUCTIONS: In addition to the fields listed created and Indexed Name field that will apply the electronic record filing rules as presented in Lecture II. Sort on the field and save the sorted table. Send the file through the drop box.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p><u>Chapter 6:</u> Read Chapter, watch PP. Do Review and Discussion questions at the end of the chapter.</p> <p><u>DO Chapter 6 Getting the Right Equipment and Supplies Project.</u> This is a team project that requires you to (1) shop traditionally or on-line and then (2) to prepare a set of hanging files, tabs and guides. The assignments are located in the Chapter 6 folder on Blackboard.</p> <p><u>DO Alphabetic Correspondence Filing Quick Filing Practice</u> <u>Quiz 4 Quick Filing Practice</u> } <u>Quiz 5 Quick Filing Practice</u> }</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<p><u>Chapter 7:</u> Read Chapter watch PP. Do questions 1-10 page 211-212. Attend Lecture and take notes.</p> <p><u>CREATE FILL-IN FORMS:</u> Records Retention Schedule (hand-out) & Record Retention Appraisal Guidelines & Records Survey (hard copy) & Drop</p> <p><u>Do Chapter 7 Application 7 – 1 p. 212 (Access 2007) & Drop</u></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>Do Quiz for Chapters 5 & 6 and 7, will be available on Blackboard when you are ready.</p> <p>Quiz 5 & 6</p> <p>Quiz 7</p>	<input type="checkbox"/> <input type="checkbox"/>	
<p><u>Chapter 8:</u> Read Chapter, watch PP. Attend Lecture and take notes. Write out definitions for each of the important chapter terms shown at bottom of page 241</p> <p>Do Chapter 8 Applications 8-1 on page 242 (ACCESS 2007) & Drop</p> <p>Do Chapter 8 Application 8- 2 on page 243 (ACCESS 2007) & Drop</p> <p>Do Grocery Store Subject Filing Assignment (On-Board) Drop Print Screen of Folders and Files</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p><u>Chapter 9:</u> Read Chapter, watch PP, attend lecture and take notes. Do questions for study and review p. 273.</p> <p>Do Quick Filing Practice Numeric Filing Assignment and Quiz</p> <p><u>Do Chapter 9 Application 9-1 on page 274</u></p> <p><u>Do Chapter 9 Application 9-2 on page 274 and Drop (Access 2007)</u></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>Do Quiz for Chapters 8 and 9, will be available on Blackboard when you are ready.</p>	<input type="checkbox"/>	
<p><u>Chapter 10:</u> Read Chapter, watch PP. Attend lecture and take notes.</p> <p>Do Quick Filing Practice Geographic Filing Assignment and Quiz</p> <p><u>Do Chapter 10 Application 10-3 on page 307-308 (ACCESS 2007)</u> Place records in simple geographic filing order & Drop.</p>	<input type="checkbox"/> <input type="checkbox"/>	
<p><u>Chapter 11:</u> Read, Watch PP.</p> <p><u>Do Chapter 11 Application 111-2</u> on page 349, classifying e-mail messages & Drop</p>	<input type="checkbox"/>	
<p><u>Chapter 12:</u> Read Chapter, Watch PP. No assignments for this chapter.</p>		
<p>FOIP or Copyright assignment (Instruction document contained in “Course Documents” on Blackboard)</p>	<input type="checkbox"/>	<p>10%</p>

Updated 10/27/2008

Disaster Recovery Project (Instruction document contained in "Course Documents" on Blackboard)	<input type="checkbox"/>	10%
Final Exam Based on manual filing, lecture notes, copyright, FOIP, Disaster Recovery and Electronic file management, as well as chapters 10, 11, 12 in your Records Management text. <i>All assignments must be completed before doing the final exam.</i> This exam will be scheduled during on the GPRC Final Exam Timetable.	<input type="checkbox"/>	20%

Note: Screenprints are done by displaying any screen you wish to capture. Click on the PrtScn key in the upper right part of your keyboard. You will not see anything happen, however the system will have captured whatever was displayed on your desktop, and placed the image of that desktop on your clipboard. Now (without closing anything down) just open or switch to a clean Word document. Click on Paste (or right click and choose Paste). You will see a screenprint placed in your document as an image. Click on it to make it larger or smaller. If anything is contained around the edges that you want to trim off, just right click and choose "Size" then click on the cropping tool (top, bottom, right and left) enough times to trim off the unwanted material. Click on Ok and you have your screenprint ready to go. You can insert a text box anywhere near it, and input the Chapter and assignment #. Save the Word Document, and send as an e-mail attachment to your instructor