

**GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE**

GRANDE PRAIRIE  
LIBRARY  
REGIONAL COLLEGE

*OA 2080 C/M  
ELECTRONIC RECORDS MANAGEMENT*

**INSTRUCTORS:**

Trevor Thomas	Liz Jacobs
Office: C-309	A-310
Office Hours: 12-1p.m.	12-1 p.m.
Office Phone Number: 539-2824	539-2059

**TEXT:**

Information and Image Management: A Records System Approach, Canadian Third Edition. Ricks, Swafford, Gow and Fleming

DOS/Windows and Microcomputer Concepts Second Edition, Rebecca Latif-Pembry

**PREREQUISITES:**

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

**COURSE DESCRIPTION:**

Students will be introduced to the fundamentals of records management in a paper-based system. Basic filing, DOS and Windows '95 will be reviewed and students 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.

**COURSE OBJECTIVE:**

The Student will:

- review DOS and Windows platforms
- design hard disk filing system
- be familiar with records management concepts
- manage files electronically
- manage a computer hard drive efficiently and effectively
- install computer software
- employ software utilities

**GRADING:**

**Daily attendance is essential!!!** There is a direct correlation between attendance and marks.  
 Work on the buddy system for days missed. Ask someone what you missed.  
 Not all assignments will be assigned a grade although all will be reviewed by instructor.

**Records Management Quizzes - 30%**

- √ All marked quizzes are graded out of 9
- √ Not all chapters will have a quiz
- √ Late or missed quizzes will receive a grade of 1

**Records Management Chapter Presentation - 10%**

- √ Students will be in groups and have one class to present chapter.
- √ Students will mark others in their group

**DOS/Windows quizzes - 20%**

- √ Will take place after block of chapters.
- √ Students who miss quizzes will receive a grade of 1

**System Design Project - 30%**

- √ Students will build an electronic filing system from files given to them.
- √ Responsible for copying files from instructor disk to hard drive to student's disk.

**Job Success Skills - 10%**

- √ The student will demonstrate job success skills through
  - regular attendance and punctuality
  - timely completion of work
  - high standard of finished work
  - ability to work both independently and collaboratively

**PLAGIARISM:**

The penalty for plagiarism is SEVERE. It can consist of EXPULSION from the institution or receiving a grade of ZERO on a course. DON'T do it!!!