



Grande Prairie Regional College
School of Business
Department of Administrative Technology

Course Outline
Winter 2006

OA 2080 SS Electronic Records Management
1.5 (0-0-2.5) 38 hours

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

Session Details As required

Instructor: Sharron Barr
Office: A313B
Phone 539-2979
532-9236 (home)
e-mail: sbarr@gprc.ab.ca

Delivery Mode Individualized Assistance and study
Textbooks: Records Management (Smith & Kallaus) Seventh Edition
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%

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	
C⁺	2.3	67 – 69	SATISFACTORY
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

<p>Course Policy:</p>	<ol style="list-style-type: none"> 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 assignments must be completed in order to write the final exam and complete the course. 8. 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 _____ <p>Read your Rights & Responsibilities - College Calendar.</p>
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OA2080 ELECTRONIC RECORDS MANAGEMENT			
Self Study Grade Sheet			
Winter 2006			
Assignment	Due Date	Weighting	Grade
Quick Filing Practice Assignments & Quizzes:			
Quick Filing Practice 1	January 9	1%	
Quick Filing Practice 2	January 11	1%	
Quick Filing Practice 3	January 13	1%	
Quick Filing Practice 5	January 17	1%	
Quick Filing Practice 6	January 19	1%	
Quick Filing Practice 7	January 21	1%	
Quiz 1	January 10	1%	
Quiz 2	January 12	1%	
Quiz 4	January 16	1%	
Quiz 5	January 18	1%	
Quiz 6	January 20	1%	
Quiz 7	January 20	1%	
Final Test - Filing	January 23	7%	
Chapter 4	January 24		
Application 4-1		2%	
Hand Out Assignment	January 26	3%	
Chapter 5			
Purchasing Assignment	January 31	2%	
Chapter 6			
Application 6-1	February 3	2%	
Chapters 1 – 6 Test	February 6 3 – 5 p.m.	10%	
Chapter 7			
On Line Printing	February 8	10%	
Application 7-2	February 10	2%	
Chapter 8			
Application 8-1	February 13	2%	
Chapter 9			
Application 9-2	February 15	2%	
Chapters 6-9 Test	February 17	10%	
Total Course Work and Tests		65%	
Final Exam	March	35%	
Database		/30	
Short Answer		/30	
Portfolio Submission		/40	