

Supplies:

Microsoft Office Suite Version 2007 or 2010 **including Word and Access software** with Windows Vista or higher Operating System, Internet connection, any e-mail client software (Outlook, Hotmail) *Note: some releases of MS Office Suite do not include Access software. Please examine your Program Files on your computer, under Microsoft Office to see a listing of the software you have available to you. If Access is not listed, please contact your instructor, as you will need alternate instructions for some of the assignments.

Course Description:

This course begins with the fundamentals of Records Management in a paper-based system, including a review of basic filing techniques. Filing and maintenance of automated, micro-image and electronic imaging records is presented in an easy-to-understand format. Students are introduced to current microcomputer hardware and software procedures and practices, and electronic filing methods, 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 current copyright legislation. Finally, written assignments on Copyright and Disaster Recovery bring the course to a close.

Goals:

- to perform records management functions in a business environment
- to use electronic records management skills to set up and maintain a database
- to manage records in a paper-based system efficiently and effectively
- to apply Canada Copyright rules effectively in a business environment
- to apply FOIP legislation effectively in a business environment

Objectives:

The student will:

- Identify records and how they are used and classified
- Identify the life cycle of a record
- Identify basic equipment and supplies for correspondence records storage
- Discuss advantages and disadvantages of alphabetic, numeric, electronic, subject and geographic methods of records storage
- Explain the importance of developing and maintaining a records retention system
- Identify types of records according to their value to the organization
- Enter and sort data in an electronic database
- Build an electronic database

- Discuss electronic records security and safety
- Describe microforms, microfilming and RIM software, their procedures and their processes
- Be familiar with the Freedom of Information and Privacy Act and its relevance for Records Managers
- Prepare a written report on FOIP
- Be familiar with the Canada Copyright Act
- Prepare a written report on Copyright Issues for Records Managers
- Be familiar with Disaster Recovery Plans and Processes for business organizations
- Prepare a written report on Disaster Recovery Plans
- List components of a Records and Information Management Program
- Index, code, and arrange personal and business names in accordance with ARMA filing rules
- Sort paper records
- Apply alphabetic, subject, numeric and geographic filing procedures
- Construct an electronic filing hierarchical system on a computer
- Determine correct filing locations for a series of documents using the computerized hierarchy

Transferability: Transferability is negotiated on a case-by-case basis in consultation with the receiving institution.

Grading Criteria:

Manual Filing Module	20%
Chapter Quizzes/Assignments	30%
FOIP/Copyright /Disaster Papers	30%
Final Exam	20%

Grades will be assigned on the Letter Grading System used by Grande Prairie Regional College as shown below:

Department of Office Administration			
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