



Grande Prairie Regional College
School of Health Wellness and Career Studies
Office Administration Department

Course Outline

OA2081 A2 – Comprehensive Records Management
3 credits
Tuesday and Thursday 11:30 – 1 p.m.
Room A305

Prerequisites(s)/co requisites(s):

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

Instructor:

Sharron Barr, Office A313B or C203 sbarr@gprc.ab.ca

Phone (780) 539-2979

Cell (780) 897-6676 (voice or text)

Home (780) 532-9236

Office Hours TBA or please contact me for an appointment

Text:

Records Management (Read & Ginn) 9th Edition ISBN: 9780538731416



Exploring Getting Started with Microsoft OneNote for Office 2013 (Poatsy and Grauer)
Prentice Hall. 2015. ISBN: 9780133434323



FusionRMS.TAB Digital Records Management Course Pack.

Credit/Contact Hours:

3 credits 45 hours

Delivery Mode(s):

Lecture

Tuesday and Thursday 11:30 – 1 p.m.

Supplies:

Microsoft Office Suite Version 2013 **including Word, Access, Outlook, and OneNote**

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 including the use of TAB digital records management software. <http://fusionrms.tab.com>; OneNote 2013, Outlook 2013 (electronic message records management) and Access 2013. 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 research and prepare a business report to gain an understanding of the Freedom of Information and Protection of Privacy Act and Copyright Act. A Disaster Recovery plan will be completed at the end of the term. As part of the Final Exam mark the students will prepare a Records and Information Management Manual suitable for office use.

Course Objectives:

The student will demonstrate the ability to:

- Work in Windows 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 including the use of the *TAB* to digitally manage records. <http://fusionrms.tab.com> , OneNote 2013 and Outlook 2013
- Understand FOIP and its impact on office management
- Be familiar with Canada Copyright Laws
- Formulate a disaster recovery plan
- Prepare a comprehensive records and information management manual suitable for office use

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 the final project and exam.

Grading Criteria:

Chapter Quizzes/Assignments

Including:

Manual Filing Module	60%
Fusionrms.tab software	
Outlook 2013	
OneNote 2013	
FOIP or Copyright Paper	5%
Disaster Recovery Plan	15%
Final Exam (including RIM Manual)	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

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.
- 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 re-submitted work (redo's) is due Monday's by 8 p.m.
- 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. **ALL ASSIGNED WORK MUST BE COMPLETED IN THIS COURSE IN ORDER TO ATTAIN A PASSING GRADE.**

<p>Chapter 5 – Electronic File Management Read chapter, watch PP presentation, attend Lecture II and take notes. <i>RIM</i></p> <p>Do Application 3-1 (no cross referencing) p. 86- 87 /20 Do Application 3-2 (no cross referencing) p. 88- 89 /25 Do Application 3-3 (no cross referencing) p. 90- 91 /20 Do Review and Discussion questions on page 153 Chapter 5 <i>RIM</i> /10 Do Chapter 5 Application 5-1 on p. 156 /10 Do Chapter 5 Application 5-2 on p. 156- 157 (Using Microsoft Access) /18</p> <p>Do Chapter 5 Test Activity <i>RIM</i></p>		
<p>Chapter 6 – Alphabetic Records Management, Equipment, and Procedures Read chapter and watch PP presentation. Attend Lecture and take notes. <i>RIM</i></p> <p>Do Review and Discuss questions on p. 196-200 <i>RIM</i> /12</p> <p>Do Traditional Preparing of Folders and Tabs <i>RIM</i> /70</p> <p>Do Chapters 6 Test Activity <i>RIM</i></p>		
<p>Chapter 7 – Storing, Retrieving, and Transferring Records Read chapter and watch PP presentation. Attend Lecture and take notes. <i>RIM</i></p> <p>Do Review and Discuss questions 1- 10 on p. 234- 237 <i>RIM</i> /12</p> <p>Do Chapter 7 Application 7- 1 p. 238 and print /15</p> <p>Do Chapter 7 Test Activity <i>RIM</i></p>		
<p>Chapter 8 – Subject Records Management Read chapter and watch PP presentation. Attend lecture and write notes. <i>RIM</i></p> <p>Do Review and Discuss questions on p. 268- 271 /12 Do Chapter 8 Application 8- 1 on p.271- 272 (Microsoft Access 2013) <i>RIM</i> /5 Do Chapter 8 Application 8- 2 on p. 272- 273 (Microsoft Access 2013) <i>RIM</i> /3 Do On-Line Printing Hierarchical Directory and Electronic File Names Assignment /60</p> <p>Do Chapter 8 Test Activity</p>		
<p>Chapter 9 – Numeric Records Management Read chapter, watch PP presentation, attend lecture and take notes. <i>RIM</i></p> <p>Do Review and Discuss questions on p. 300- 304 /12 Do Chapter 9 Application 9- 1 on p. 304 /3 Do Chapter 9 Application 9- 2 on p. 305 /5</p> <p>Do Chapter 9 Test Activity <i>RIM</i></p>		
<p>Chapter 10 – Geographic Records Management NOT COVERED</p>		

<p>Chapter 11 – Electronic and Image Records Read chapter and watch PP presentation. Review Save and read Email Do's and Don'ts. Review Requirements for Management Electronic Records Handout Do Review and Discuss questions on p. 374- 377 <i>RIM</i> Do Chapter 11 Application 11- 2 on p. 378 Classifying e-mail messages</p>	/12 /9	
<p><i>Managing E-mail Records Using MS Outlook 2013</i> <i>RIM</i></p>	/50	
<p><i>Exploring Getting Started with Microsoft OneNote for Office 2013</i> <i>RIM</i> (Poatsy and Grauer) Prentice Hall. 2015.</p>	/50	
<p>http://fusionrms.tab.com <i>RIM</i></p>	/50	
<p>Chapter 12 – The Records and Information Management Program Read chapter and watch PP presentation. Do Review and Discuss questions on p. 402- 404 <i>RIM</i> Do Chapter 12 Test Activity <i>RIM</i></p>	/9	
<p>FOIP <i>RIM - Certification</i> / Copyright assignment <i>RIM</i></p>		10%
<p>Disaster Recovery Project <i>RIM</i></p>		10%
<p>Final Exam INCLUDING <i>RIM Manual</i> Based on electronic filing, lecture notes, copyright, and FOIP, Disaster Recovery and Electronic file management text. All assignments must be complete and graded before doing the final exam. This exam will be scheduled on the GPRC Final Exam Timetable.</p>		20%
<p>TOTAL</p>	534	
<p>TEST ACTIVITIES AVERAGE</p>		