

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

OA 2140 - ELECTRONIC RECORDS AND INFORMATION MANAGEMENT

TEXT Professional Filing and Information Management Skills Lab Pack
DOS Version 6, Instant Reference, Sybex

PREREQUISITE: Office Administration Certificate or consent of the Instructor

INSTRUCTOR: This course is team taught.

Sharron Barr - Office C411, Phone 539-2979
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COURSE

DESCRIPTION: Introduces the fundamentals of the disk operating system so as to fully use the hard drive features of DOS design. Develops Information Management skills using Records Management concepts. Introduces electronic filing employing Paradox computer software. Other topics covered are: viruses, software/hardware specifications and components, compatibility, printers, utilities and software ethics.

COURSE

OBJECTIVES: The student shall be able to:

1. Be familiar with the evolution of the computer, the development of operating systems and be able to organize a hard disk filing systems for greater operating efficiency using DOS, Windows and DOS shell.
2. Use PC utilities programs.
3. Be familiar with advanced DOS operations.
4. Be familiar with Records Management concepts.
5. Manage electronic files efficiently.

The student is expected to **read, study and understand** the assigned reading and meet the specific objectives outlined therein; and to participate in classroom discussions and group work as a means of achieving the general objectives.

GRADING:	DOS TESTS (3)	30%
	SYSTEMS DESIGN PROJECTS (2)	20%
	RECORDS MANAGEMENT LABPACK	20%
	(AND ASSIGNMENTS)	
	FINAL LABPACK EXAM	10%
	FINAL EXAM (PARADOX)	20%

ELECTRONIC RECORDS AND INFORMATION MANAGEMENT COURSE SCHEDULE

SEPTEMBER

		7 Course Outline Books	8 DOS Lecture (History)	9 DOS Lecture (Hardware)
12 DOS (Hardware)	13 DOS (Floppies)	14 DOS Quiz #1 Lecture (Configuration)	15 DOS (Software)	16 DOS (Directories)
19 Directories Continued	20 Tour	21 Present Software Reports	22 DOS Quiz #2 Directories DOS Commands	23 DOS Commands File Management
26 Dos Commands	27	28	29 TENTATIVELY	30 NO CLASSES

OCTOBER

3 DOS Commands	4 and Directories	5	6	7
10 PROFESSIONAL	11 FILING AND	12 INFORMATION	13 MANAGEMENT	14 LAB PACK
17	18	19 LAB PACK/DOS FINAL	INSTRUCTIONAL CHANGE OVER	