

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA 2140 - RECORDS AND INFORMATION MANAGEMENT

TEXTS: Hard Disk Management, Gookin, Prentice Hall
Professional Filing and Information Management Skills Lab Pack
DOS Version 6, Instant Reference, Sybex

PREREQUISITE: Office Administration Certificate or consent of instructor

COURSE

DESCRIPTION: Introduces the fundamentals of the disk operating system so as to fully use the hard drive features of DOS design and build an automated menu system and file structure. Develops Information Management skills using Records Management concepts, reviews manual filing, progresses to 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 system for greater operating efficiency using DOS, Windows and DOS shell.
2. Use PC utilities programs.
3. Set up a system for multiple users.
4. Be familiar with advanced DOS operations.
5. Be familiar with Records Management concepts
6. Manage electronic files efficiently

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

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