

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE

**OA 2141 ELECTRONIC FILING AND INFORMATION  
MANAGEMENT**

**TEXT:** Professional Records Management Labpack  
Electronic Records Management Labpack #2  
1 3.5" HD floppy data disk

**PREREQUISITE:** OA Certificate or consent of instructor

**INSTRUCTOR:** Diane Kinderwater, Office: C302, Phone 539-2783

**COURSE DESCRIPTION:**

Introduces the fundamentals of the computer disk operating system so as to fully use the hard drive features. Develops Information Management skills using Records Management concepts. Introduces electronic database using Paradox. Additional topics include: viruses, ethics, printers, utilities, hardware and software specifications and components, electronic mail, Internet and Windows 95.

**COURSE OBJECTIVES:**

The student shall:

- be familiar with the evolution and development of computers and their operating systems, be able to organize a filing system using both DOS and Windows.
- employ a utilities program
- use advanced DOS and Windows applications
- be familiar with Records Management concepts
- manage files electronically

The student is expected to read reference materials in order to familiarize themselves with and meet specific objectives outlined herein, and to participate in classroom discussions and activities when required to do so. Attendance at all scheduled classes is a required aspect of the learning process. Late assignments are only accepted in special circumstances. Exams must be written on the specific date except by special arrangement:

<b>GRADING CRITERIA:</b>	<b>DOS /WINDOWS TESTS</b>	<b>30%</b>
	<b>SYSTEMS DESIGN</b>	<b>20%</b>
	<b>PARADOX</b>	<b>20%</b>
	<b>RECORDS MANAGEMENT</b>	<b>20%</b>
	<b>ASSIGNMENTS</b>	<b>10%</b>

## COURSE CONTENT

### DOS/WINDOWS

- Terminology
- Hardware
- Storage Units
- CPU Components
- Memory
- Software
- Operating Systems

### STANDALONES/NETWORKS

- Diskettes
- Hard Disks
- Data Storage and Retrieval
- Boot Cycle
- Backup Systems
- Networks
- Viruses

### DIRECTORIES/FILES

- Tree Structure
- DOS commands
- File Maintenance
- Backups
- Hardware and Software
- Applications Software
- Hardware Components

### HARD DISK CONFIGURATION AND MAINTENANCE

- Organization of the Hard Drive
- DOS installation
- Batch Files (Autoexec.bat)
- Windows Modes
- Memory Allocation and Types
- Swap Files
- TSR programs

### NEW TECHNOLOGY

- Alternate OS
- BBS
- Internet
- Electronic Mail
- Modems
- Notebooks
- Multimedia
- Scanners
- Presentation Software

## ELECTRONIC SYSTEMS DESIGN

Using Advanced DOS/Windows commands, two projects are completed. Students are required to classify electronically stored documents, design a hierarchy on their hard drive based on this subject material, then copy selected files into the relevant directories.

## PARADOX

Database management using features of Paradox. Components of this module include: database types, designing a database, field types, structural design and modification, data entry, editing, table output, queries, sorts, searches, browsing, custom reports, forms and labels, and database graphing.

## RECORDS MANAGEMENT

Basic manual filing review, types of filing, ARMA simplified rules, RM careers and professional training, RM associations, life cycle of a record, records centres, copyright, software piracy, ethical issues, records as evidence, image technology, storage equipment and supplies, records retention and retrieval, recycling, active and inactive records, disaster recovery, vital records and security systems are included.