

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

OA 2141 ELECTRONIC RECORDS AND INFORMATION MANAGEMENT

TEXT: DOS/WINDOWS Microcomputing Concepts by Rebecca Pembry (Norbry)
Professional Records Management Labpack #1
Electronic Records Management Labpack #2
One 3.5" HD floppy data disk

PREREQUISITE: OA Certificate or consent of the 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, software ethics and piracy, printers, utilities, hardware and software specifications and components, electronic mail, the Internet and Windows '95.

COURSE OBJECTIVES: The student shall;

- be familiar with the evolution and development of computers/operating systems, be able to organize a filing system using both DOS and Windows.
- employ a utilities program to improve the efficiency and effectiveness of the hard drive.
- use advanced DOS and Windows applications
- be familiar with Records Management concepts
- manage files electronically
- use electronic mail and the Internet effectively

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 only accepted by prior arrangement. Exams must be written on specified dates only.

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| Grading Criteria: | Dos/Windows Tests | 30% |
| | Systems Design | 20% |
| | Paradox Database | 20% |
| | Records Management | 20% |
| | Assignments | 10% |