

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE

D Goedbloed

OA 214 - RECORDS AND INFORMATION MANAGEMENT

W. 91

**TEXT:** Records Management in the Computer Age, Lundgren and Lundgren, Boston. PWS-KENT, 1989.

**PREREQUISITE:** Office Administration Certificate or consent of the instructor.

**COURSE DESCRIPTION:** Introduces information and records management systems through a comprehensive study of the elements of a system from the creation of records, the storage of active and inactive records, and the final disposition of records. Records management on standard filing systems and electronic systems will be studied. Forms design and control and development of a records management manual are included.

**COURSE OBJECTIVES:** General Objectives: The student shall be able to:

1. demonstrate an understanding of the concepts of records, data, information, and records management.
2. explain the purpose of the various components of a records management system.
3. demonstrate an understanding of the various filing systems for the storage and retrieval of records.
4. evaluate the records management system--procedures, techniques, and equipment--as well as the total system.
5. design an effective records management system.
6. prepare a records management manual.
7. produce the form outlines assigned.

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The student is expected to read, study, and understand the assigned textbook chapters 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:	Chapter Tests	35%
	Assignments	35%
	Manual	20%
	Final Exam	10%