Grande Prairie Regional College

School of Health Wellness and Career Studies

Office Administration Department

OA2080 A2 – Electronic Records Management
3 credits

Prerequisite(s)/co requisite(s):

OA 1140, OA 1150, OA 1210, their equivalents or consent of the Instructor.

Instructor:

Sharron Barr, Office A313B, sbarr@gprc.ab.ca

Phone (780) 539-2979

Cell (780) 897-6676 (voice or text)

Home (780) 532-9236

Office Hours M-F 9 – 10 a.m. or please contact me for an appointment anytime

Text:

Records Management (Smith & Kallaus) 8th Edition

Credit/Contact Hours:

3 credits

Delivery Mode(s):

Lecture/Lab & Black Board Platform

Monday and Wednesday 2:00 – 3:20 p.m.

A305

Supplies:

Microsoft Office Suite Version 2007 including Word and Access software with Windows Vista Operating System

Course Description:

This course focuses on the fundamentals of Records Management in a paper-based system, including a review of basic filing techniques. Coverage is also provided for filing and maintenance of automated, micro-image and electronic imaging records. The student is introduced to current microcomputer hardware and software procedures and practices, providing up-to-date information and skills in the day-

to-day operation of a computer. Students will gain an understanding of the Freedom of Information and Protection of Privacy Act and Copyright. A Disaster Recovery project will be completed at the end of the term.

Course Objectives:

The student will demonstrate the ability to:
- Work in Windows Vista computer environments
- Understand basic computer operations
- Understand system storage devices
- Be familiar with input/output hardware
- Be familiar with records management concepts
- Use manual filing techniques (ARMA) to correctly file documents according to alpha, numeric, subject and geographic systems
- Design, create, use and maintain electronic filing systems
- Understand FOIP and its impact on office management
- Be familiar with Canada Copyright Laws
- Formulate a disaster recovery plan

Course Policy:
- Quizzes and final must be completed at scheduled times. Alternate or individualized exams will not be considered. Failure to complete scheduled exams will result in a "0"
- All assignments must be completed before attempting final project and exam.

GRADING:

Manual Filing Module	10%
Chapter Quizzes/Assignments	50%
FOIP/Copyright and DR Projects	20%
Final Exam	20%

Grades will be assigned on the Letter Grading System.

Office Administration Department			
Grading Conversion Chart			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A$^+$	4	90 – 100	EXCELLENT
A	4	85 – 89	
A$^-$	3.7	80 – 84	FIRST CLASS STANDING
B$^+$	3.3	76 – 79	
B	3	73 – 75	GOOD
B$^-$	2.7	70 – 72	
C$^+$	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C$^-$	1.7	60 – 63	
D$^+$	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

Course Policy

- To gain a real understanding of the software, complete all chapter exercises NOT just the assigned work.
- Assignments are due on the dates set by instructor. Late assignments not accepted.
- Assignments are to be dropped in the digital drop box or submitted in class by 6 p.m. on the due date. Please check schedule as some assignments will require Print Screens to be sent.
- Redo's are encouraged. Assignments will be graded within 24 hours and students are encouraged to edit their work and resubmit it for full marks. All work will be marked within 24 hours and all re-submitted work (redo's) is due Monday's by 8 p.m.
- Examination materials will be made available on Black Board on the dates and times specified. If this time is unacceptable, contact your instructor to set-up an alternate time. No make ups for missed exams.
- Examination work can be submitted the drop box in Black Board or handed-in in class.
- Academic honesty: please refer to page 44 of your College Calendar
- All course assignments must be completed and marked in order to attempt the chapter tests and the final exam.
- Marks sheets will be maintained by the instructor and forwarded to students as attachments with updates as work in completed.

- See The Department of Office Administration Cell Phone, PDA, and Messaging Policy.

Cell Phone Policy:

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms and labs. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.
Cell phones, PDA's and pagers **must be turned off and placed out of sight in classrooms and computer labs during instructional time**. Devices can only be turned on and set to silent mode with the expressed consent of individual instructors. Sending or receiving text messages or gaming on a cell phone during class is not acceptable. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.

Some instructors may have penalties for violations. If cell phones, pagers, calculators, recorders, digital cameras, PDA's MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of Grande Prairie Regional College.