

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY, MESA, AND MIRAMAR COLLEGES
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I**SUBJECT AREA AND COURSE NUMBER:** Computer Business Technology 205**COURSE TITLE:** Records Management**Units: 3**
Grade Only**CATALOG COURSE DESCRIPTION:**

This course is designed to prepare students for employment in the field of Information Management Technology. The course covers the fundamentals of Records Management including the principles of indexing and filing; the major filing systems-alphabetical, numerical, subject, and geographic; the role of the records management and the records manager in the information industry; selection of systems, equipment, and supplies; design, control, and maintenance of a records center; and provides experience in using the computer to manage records. This course or sections of this course may be offered through distance education.

REQUISITES:**Advisory:**

ENGL 049 with a grade of "C" or better, or equivalent or Assessment Skill Level W5
&
ENGL 048 with a grade of "C" or better, or equivalent or Assessment Skill Level R5
&
CBTE 103 with a grade of "C" or better, or equivalent
&
CBTE 111 with a grade of "C" or better, or equivalent

Limitation on Enrollment:

This course is not open to students with previous credit for OFCE 157

FIELD TRIP REQUIREMENTS: May be required**TRANSFER APPLICABILITY:** Associate Degree Credit & transfer to CSU and/or private colleges and universities**TOTAL LECTURE HOURS:** 48 - 54**TOTAL LAB HOURS:****STUDENT LEARNING OBJECTIVES:**

Upon successful completion of the course the student will be able to:

1. Define terminology associated with the field of Records Management.
2. Identify the major types of filing systems and circumstances where each is appropriate.
3. Research and present findings concerning the role of Records Management and the Records Manager in the information industry.
4. Evaluate Records Management systems, equipment, and supplies and the design, control and

maintenance of a records center.

5. Demonstrate basic competency in the use of the computer to manage records.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Distance learning students will complete the same course content.
 - A. Records Management Terminology
 1. definition of records, their classification, and use
 2. definition of Records Management terminology
 3. identification of the roles of the Records Manager and the Records Management staff.
 - B. Major Filing Systems
 1. principles of indexing and filing using the alphabetic filing system
 2. principles of indexing and filing using the numeric filing system
 3. principles of indexing and filing using the subject filing system
 4. principles of indexing and filing using the geographic filing system
- II. Records Activity
 1. active records
 2. inactive records
 3. vital records
 4. archive records
- III. Automated Records Systems
 1. computer systems
 2. word processing systems
 3. optical disk systems
 4. bar code systems
 5. voice recognition systems
 6. automated equipment
- IV. Computer-Based Records Systems
 1. indexing for computer databases
 2. managing records using electronic database systems
 3. records and database control and retention
- A. Imaging Technology
 1. microforms
 2. computer-based microrecords
- B. Records Retention
 1. manual systems
 2. computer-based systems
- C. Records Storage & Retrieval
 1. manual systems
 2. computer-based systems
- D. Inactive Records and Archive Management
- E. Records Centers
 1. design
 2. records control
 3. records center maintenance
- F. Records Management Equipment and Supplies
- G. Records Security
 1. disaster Prevention
 2. disaster recovery
- H. Forms and Reports Management
- I. Records Audits and Reports
- J. Records Management Manual

B. Reading Assignments:

Reading assignments are required and may include but, are not limited to, the following:

I. Reading assignments are required. Distance learning students will access the readings via the Internet. The reading assignments may include but are not limited to the following:

A. 1. Read articles in periodicals such as Records Management Quarterly, local and regional newspapers, pages on the Internet as well as handouts from guest speakers who work in the field of Records Management.

II. 2. Understand and recall information from articles distributed by the instructor, such as: Dmytrenko, April L., "Cost Benefit Analysis," Records Management Quarterly, January 1997.

III. Langemo, Mark, "Developing State-of-the-Art Filing Systems for Paper Records," presented at ARMA National Conference 1996.

IV. Stephens, David O., "Megatrends in Records Management," Records Management Quarterly, January 1998.

C. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

I. Distance learning students will submit their assignments electronically. Critical thinking assignments may include but are not limited to the following:

II. 1. Evaluate the records system of local businesses and recommend specific ways in which their systems could be improved.

III. 2. Participate in group and individual projects which require a methodical application of Records Management rules and theories in solving Records Management problems.

IV. 3. Decide upon one of three possible topics for a research paper. Decide where to find information for the paper: books, periodicals, Web sites, personal interviews, etc. Organize information from the appropriate sources, write and submit the paper.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

I. Distance learning students will submit their assignments electronically. Outside assignments may include but are not limited to the following:

II. 1. Prepare written reports and present oral reports about the records system of two businesses or organizations.

III. 2. Research and submit a paper about the field of Records Management.

IV. 3. Organize a 3-ring binder that includes a table of contents and contains all pertinent notes, handouts and assignments from the Records Management course.

E. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

I. Writing assignments are required. Distance learning students will electronically submit their writing assignments. Writing assignments may include but are not limited to the following:

II. 1. Prepare and submit a written summary for each field trip to a Records Management site which includes an explanation of areas covered during the trip and how the field trip added to the student's knowledge and understanding of Records Management.

III. 2. Visit at least two businesses or organizations and prepare and submit a written overview of their records system. Areas to be included in the report include the types of filing and Records Management systems in use; the time schedule for transferring records from active to inactive status; whether inactive files are kept on-site or offsite; how long records are kept and when and how they are disposed of; what types of records are kept on computer; what types of problems they have in controlling and managing files; who has access to the files, and any recommendations for improving their records system.

IV. 3. Prepare and submit a research-based paper on one of the following three topics: (1) Why Records Management is Important Today, or (2) Why I Want a Career in Records Management, or (3) My Solution to a Records Management Problem.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

I. A student's grade will be based on multiple measures of performance and will reflect the objectives set forth above. A final grade of "C" or better indicates the student has the ability to successfully apply the theory and techniques taught in the course to subsequent courses. Distance learning students will submit their evaluation items electronically. Evaluation methods may include but are not limited to the following:

II. A. Responses on objective tests and quizzes that test for identification of Records Management terminology and knowledge of the major types of indexing filing systems and their applicability.

III. B. Accuracy and completeness of information presented on the following topics based on research and visits to Records Management sites: The role of Records Management and the Records Manager in the information industry Records Management systems, equipment, and supplies Design, control, and maintenance of records centers Business visits Research paper

IV. C. Accuracy and completeness of the student's binder.

V. D. Accuracy and completeness of computer database assignments.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

* Distance Education

* Methods of instruction may include but are not limited to those listed. Distance learning students will attend regular electronic conferences; or where feasible, attend scheduled on-site conferences. Communication between distance learning students and instructor will take place at least once per completion of each course study unit.

* A. Electronic lectures in which students are taught in front of a computer.

* B. Computer software

* C. Textbook

* D. Handouts

* E. Guest Speakers

* F. Any other unique instructional strategies as shall be determined by each instructor.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. SMITH. RECORDS MANAGEMENT, 6 ed. SW, ISBN: 0538714395

2. SMITH. RECORDS MGMT PROJECT T/A KALLAUS, 6 ed. SW, ISBN: 0538714409

3. SMITH. RECORDS MANAGEMENT W/3" DISK, 6 ed. SW, ISBN: 0538717238

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1.

ORIGINATOR: Curricunet Version 2

ORIGINATION DATE: 02/25/1999

PROPOSAL ORIGINATOR: Shirley Orsinelli

CO-CONTRIBUTOR(S)

PROPOSAL DATE: 07/02/1998

