BOT 59.2B Course Outline as of Fall 1981

CATALOG INFORMATION

Dept and Nbr: BOT 59.2B Title: DATA/RECORDS MGMT
Full Title: Database and Records Management
Last Reviewed: 2/28/2011

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	2.00	Lecture Scheduled	2.00	17.5	Lecture Scheduled	35.00
Minimum	2.00	Lab Scheduled	0	6	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		Contact Total	35.00
		Non-contact DHR	2.00		Non-contact DHR	35.00

Total Out of Class Hours: 70.00 Total Student Learning Hours: 140.00

Title 5 Category:	AA Degree Applicable
Grading:	Grade Only
Repeatability:	00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:	
Formerly:	

Catalog Description:
Instruction in the creation and use of computerized database software. Includes the creation, maintenance, protection, and disposition of computerized records. Specialized functions such as CD-ROM, micrographics, off-site storage options, and records storage legal issues will also be covered.

Prerequisites/Corequisites:

Recommended Preparation:
Course Eligibility for ENGL 100A

Limits on Enrollment:

Schedule of Classes Information:
Description: Instruction in the creation & use of computerized database software. Includes the creation, maintenance, protection, & disposition of computerized records. Specialized functions such as CD-ROM, micrographics, off-site storage options, & records storage legal issues will be covered. (Grade Only)
Prerequisites/Corequisites:

Recommended: Course Eligibility for ENGL 100A
Limits on Enrollment:
Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**			Effective:	Inactive:
CSU GE:	**Transfer Area**			Effective:	Inactive:
IGETC:	**Transfer Area**			Effective:	Inactive:
CSU Transfer:	Transferable	Effective:	Fall 1981	Inactive:	Fall 2014
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
Upon completion of the course, students will:
1. Use a database system as a records management tool
2. Manage information stored in a variety of media forms
3. Describe micrographics technologies
4. Describe and apply image technology
5. Develop record retention schedules
6. Demonstrate an understanding of records management security systems
7. Demonstrate an understanding of the laws regulating the privacy and legality of sharing information

Topics and Scope:

1. Use a database system as a records management tool
   A. Create, revise, store, and print address lists
   B. Catalog and retrieve information
2. Manage information stored in a variety of media forms such as CD-ROM, microfilm, and microfiche
   A. Determine the appropriate storage system for these media
3. Compare and contrast various types of microforms
   A. List the benefits and limitations of various types of microforms
   B. Explain the computer output microfilm/microfiche (COM) process and list its advantage
   C. Explain the advantages of computer-aided retrieval (CAR)
   D. Identify the equipment components of a micrographics system
4. Describe the techniques and list the benefits of using bar codes in documents
5. Develop records retention schedules

A. Apply records retention rules
B. Apply government regulations for records retention
C. Design a records retention schedule

6. Demonstrate an understanding of records management security systems
   A. Describe the processes used in a records management security system
   B. List the physical, mechanical, and electronic components of a security system, such as data encryption, password protection, virus protection, back-up, and storage
   C. Explain methods to control physical access to records facilities
   D. List procedures for controlling access to paper, film, records, and electronic information
   E. Design and produce a plan to prevent records disaster
   F. Explain the methods for recovery of records after a disaster
7. Demonstrate an understanding of laws regulating the privacy and legality of sharing information
   A. Develop a scenario in which software programs may be legally duplicated
   B. Explain the legal implications of releasing unauthorized information both domestically and internationally
   C. Explain the implications involved in violating the privacy of individuals
   D. Explain the need for and responsibilities of maintaining confidential records

Assignment:

1. Read textbook chapters, define terms, complete end-of-chapter questions and exercises
2. Use a database program as a records managmeent tool
   A. Create, revise, store, and print exercises
   B. Catalog and retrieve information
3. Visit offices using microforms, electronic databases, imaging technology, and bar codes
4. Design and produce a plan to prevent records disaster
5. Explain methods to control physical access to records
6. Demonstrate the need for and responsibilitites of maintaining confidential records

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework, PROJECTS	Writing 20 - 30%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Use of database program	Problem solving 20 - 50%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, Performance exams	Skill Demonstrations 20 - 40%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items	Exams 10 - 20%

Other: Includes any assessment tools that do not logically fit into the above categories.

ATTENDANCE AND PARTICIPATION	Other Category 0 - 15%

Representative Textbooks and Materials:
RECORDS MANAGEMENT by Kallaus and Johnson, 5th Ed., South-Western Pub.
RECORDS MANAGEMENT by Smith and Johnson, 5th Ed., South-Western Pub.
RECORDS AND DATABASE MANAGEMENT by Stewart, Greene, and Hickey, Glencoe Pub.
PRACTICE MATERIALS FOR RECORDS AND DATABASE MANAGEMENT by Stewart, Greene, and Hickey, Glencoe Pub.
INFORMATION AND IMAGE MANAGEMENT, A RECORDS SYSTEMS APPROACH by Ricks, Swafford, and Gow, South-Western Pub.