

CATALOG INFORMATION

Dept and Nbr: BOT 59.2A Title: RECORDS/INFORMATION MGT
Full Title: Records and Information Management
Last Reviewed: 12/6/2010

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	0		Non-contact DHR	0

Total Out of Class Hours: 70.00

Total Student Learning Hours: 105.00

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:
Study and application of filing rules for manual and computerized records systems. Practical work covering alphabetic, numeric, geographic, and subject filing systems and procedures including selection of equipment and supplies.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100.

Limits on Enrollment:

Schedule of Classes Information:
Description: Study & application of filing rules for manual & automated records systems. Practical work covering alphabetic, numeric, geographic, and subject filing systems & procedures including selection of equipment and supplies. (Grade Only)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100.
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:

Students will be able to:

1. Categorize records to properly file them alphabetically, numerically, geographically and by subject using the appropriate indexing rules for each method.
2. Select proper equipment and supplies to implement an effective records system.
3. Design a system to effectively manage records.
4. Evaluate technological developments such as optical disks, computer-assisted retrieval and computer output media being used in records management.
5. Develop a records retention schedule.
6. Compare disaster recovery plans for Records Information Management (RIM).
7. Describe different laws regulating the privacy and legality of Records Information Management.
8. Examine different employment opportunities in the field of RIM.

Topics and Scope:

1. Introduction to Records and Information Management
 - a. Identifying a record
 - b. Identify the seven functions associated with the life cycle of a record
2. Employment in Information and Records Management
 - a. Specializations in Records and Information Management
 - b. Professional Associations
3. Legal and Ethical Matters in Records and Information Management
 - a. Government laws and regulations
 - b. Ethical issues

4. Receipt and Creation of Hard Copy Records
 - a. The paperwork dilemma
 - b. Copy machine management
 - c. Business forms management
5. Indexing and Alphabetizing Procedures
 - a. Apply 12 Association of Records Mgrs. & Admins. filing rules
 - b. Prepare cross references
6. Systems for Organizing Paper Records
 - a. Selecting equipment and supplies for paper records
 - b. Planning a paper records system
 - i. Alphabetic
 - ii. Subject
 - iii. Geographic
 - iv. Numeric
 - v. Chronological
7. Retrieval, Retention, and Recycling
 - a. Procedures for retrieving records
 - b. Considerations for retention
 - c. Benefits of recycling records
8. Managing Electronic Files
 - a. Components of a computer system
 - i. Operating systems
 - ii. Software applications
 - b. Electronic filing systems
 - i. Organizing electronic files
 - ii. Retrieving electronic files
9. Using Electronic Databases
 - a. Planning databases
 - b. Developing databases
10. Network-based Records Management
 - a. Computer networks
 - b. The Internet
 - c. Network file systems
11. Image Technology and Automated Systems
 - a. Elements of image technology
 - b. Data images
 - c. Automated Records Management Systems
12. Safety, Security, and Disaster Recovery
 - a. Avoiding injuries in records areas
 - b. Records security systems
 - c. Disaster preparedness

Assignment:

1. Read textbook chapters, define terms, complete end-of-chapter questions, and case problems as assigned.
2. Complete the practice materials for records and database management, which consists of numerous jobs.
3. Send for quarterly earnings statement from social security.
4. A vendor project which requires visiting an office supply store, listing supplies and equipment related to records management, and summarizing results.

5. A library project which includes visiting Plover Library to observe the use of microfilm, microfiche, and CD ROM to manage a large collection of records and writing a report about the visit.
6. A home file project which requires setting up and implementing a filing system based on the information learned throughout the course.

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.

Term papers

Writing
20 - 30%

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

Homework problems, Quizzes, Homework/case problems

Problem solving
20 - 50%

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

Simulated practice kit organizing records

Skill Demonstrations
20 - 40%

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

Multiple choice, True/false, Matching items, Completion, CODING, SORTING, AND FILING

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:

Professional Records and Information Management, Second Edition
Glenco/McGraw-Hill, 2002.