

SYLLABUS
PART I
EDISON COMMUNITY COLLEGE
OSA 131S RECORDS MANAGEMENT
3 CREDIT HOURS

COURSE DESCRIPTION

Introduction to records management including: records organization, evaluation and control, creation and distribution, inactive records, and ARMA filing methods and systems. Manual and electronic database management is included. Prerequisite: CIT 110S. Lab fee.

COURSE GOALS

The student will:

Bloom's Level		Program Outcomes
3	1. Develop an understanding of how records are managed within the context of a business system.	5, 10
5	2. Justify the processes of the records management cycle: collecting, retaining, storing, retrieving, transporting, and disposing of records.	1, 9
3	3. Apply the rules of alphabetic, numeric, subject and geographic filing according to ARMA guidelines.	1, 5
3	4. Use automated software to organize electronic records according to ARMA guidelines.	1, 3
3	5. Develop a working knowledge of correspondence, business forms, cards, records and micro-records.	1, 10
1	6. Identify the components of a records management information program.	1, 10
3	7. Develop an understanding of the responsibilities of records management personnel.	1, 10

CORE VALUES

The Core Values are a set of principles that guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce those Core Values whenever appropriate.

TOPIC OUTLINE

1. Overview of Records and Information Management
2. Employment Opportunities/Professional Organizations
3. Legal and Ethical Concerns in Records Management
4. Receipt and Creation of Paper Records
5. Indexing and Alphabetizing Records
 - a. Alphabetic System
 - b. Numeric System
 - c. Subject System
 - d. Geographic System
6. Organization, Retrieval, and Retention of Paper Records
7. Database and Automated Records Management Systems
8. Managing Electronic Files

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- 9. Image Technology and Bar-coding
- 10. Safety, Security, and Disaster Recovery