SYLLABUS
PART I
EDISON STATE COMMUNITY COLLEGE
OHA 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
2	2.	Explain 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
9. Image Technology and Bar-coding
10. Safety, Security, and Disaster Recovery