

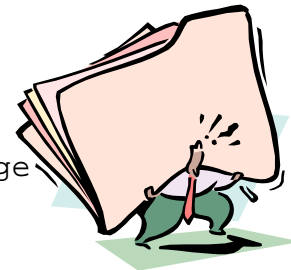
NORTHEASTERN TECHNICAL COLLEGE

COURSE OUTLINE

	Effective Date	Next Review Date			
COURSE:	PREFIX NO.	DATE:			
AOT	161 WEB	January 2010	January 2011		
	CREDITS	CONTACTS			
		CLASS	- LAB	- TOTAL	
TITLE: Records Management	3.0	3	0	3	

Prerequisites: None

Description: This course emphasizes records management functions and various types of storage methods, technology, and procedures.



Textbook(s) or Alternative

Records Management, Eighth Edition, by Judith Read and Mary L. Ginn, Ph.D., Thomson South-Western, 2007.

Materials (specifying those to be purchased by the student):

Students must purchase the following:

- Records Management Textbook, 8th edition
- Records Management Simulation, 8th edition
- Records Management Study Guide, 8th edition
- USB 2.0 Flash Drive, 128MB for saving files/ assignments



A Data CD is supplied in your textbook and simulation set. You will need these CDs to do computer and textbook assignments/exercises.

Collateral Reading

None

Class Management Activities (Attendance, tardies, testing, etc.):

- See Class/Course Policies
- See Calendar of Assignments

Resources (A-V, persons, tools/equipment):

- Personal Computer
- Moodle



Course Topical Outline (List topics and sub-topics of course) and
Calendar or approximate length of time devoted to topic.

- Part 1 - The Field of Records Management
Chapter 1 - What is Records Management?
- Part 2 - Alphabetic Storage and Retrieval
Chapter 2 - Alphabetic Indexing -- Rules 1 - 4
Chapter 3 - Alphabetic Indexing -- Rules 5 - 8
Chapter 4 - Alphabetic Indexing -- Rules 9 - 10
Chapter 5 - Electronic File Management
Chapter 6 - Alphabetic Records Management, Equipment,
and Procedures
Chapter 7 - Storing, Retrieving, and Transferring
Records
- Part 3 - Subject, Numeric, and Geographic Storage and
Retrieval
Chapter 8 - Subject Records Management
Chapter 9 - Numeric Records Management
Chapter 10 - Geographic Records Management
- Part 4 - Technology and the RIM Program
Chapter 11 - Electronic and Image Records
Chapter 12 - The Records and Information Management
Program

On the back or as attachments, please include other helpful information, such as syllabus, handouts, evaluation instruments (tests, demonstrations, check sheets), bibliography for Instructional Division files.

See handouts.

Objectives of Course:

Upon completing this course, the student will be able to:

1. Understand all phases of filing and records control.
2. Set up a filing system and manage the system.
3. Understand how to set up files using the alphabetic, numeric, subject, and geographic storage methods.
4. Understand the rules for indexing and filing correspondence.
5. Adapt quickly to the type of filing system used in an office due to the exposure provided by this course.

Instructional Methods to Complete Objectives:

The textbook, Records Management, presents the principles, procedures, and techniques of modern business filing and records management. Each chapter is followed by questions/activities that serve the double purpose to aid the student in checking his/her understanding of the information in the chapter and to provide a basis for discussion. The Study Guide also provides questions and activities to aid the student in understanding the rules pertaining to filing documents. The simulation set, "Records Management Simulation", includes 13 jobs for practice in filing under conditions comparable to those the student will encounter in a business office. There are 13 computer applications on electronic filing the student will do to become familiar with electronic filing.

The student should read each chapter carefully, going through all examples, then complete the corresponding chapter applications, Study Guide exercises/activities, and job and/or computer exercise(s) in the simulation set according to the directions found in the instruction booklet. After a job is completed, the instructor will distribute the KEY to that job. The student should check the job, rereading rules and examples when necessary. A test for that particular job will then be given. In addition to the 5 (five) "finding tests", there will be 10 (ten) chapter tests covering the textbook chapters.

Guidelines for taking AOT 161 Online:

The online format is designed for the independent learner. Only those students with basic computer skills who are highly motivated and disciplined should enroll in this course.

The course schedules and guidelines will help the student progress through the course. The course has a calendar with due dates for assignments, finding tests, and chapter tests. Please make sure you follow this calendar.

The Moodle portion of this course will be available to the student the first day of class. Students will be expected to work in Moodle and be in contact with the instructor at least twice a week. This is the only way the instructor will be able to keep up with attendance requirements. If the student doesn't work in Moodle at least twice a week, he/she will be counted absent for the week. Once a student misses three weeks of class, he/she will be dropped from the class for excessive absences with a grade of "F".

Guidelines for taking AOT 161 Online continued:

Chapter tests will be available the week they're noted on the course calendar. They will be available for one week and must be completed in that time frame. You will only have one opportunity to take the test and you will have a one hour and fifteen minutes time limit. If a student misses a chapter test, he/she must contact the instructor to make-up the test. Any test taken after the week allowed, will lose 5 points for every day it's late past the first week. Chapter assignments should be completed in Microsoft Word 2007 and submitted to the instructor via e-mail to be graded.

Simulation jobs should be completed as assigned. Once a job is completed, the student should notify the instructor by e-mailing a copy of the Report Sheet for that particular job to the instructor for checking. Once the instructor returns the Report Sheet with any corrections, if necessary, the Finding Test for that particular job will be made available to the student. The student has only one opportunity to take the Finding Test. The Finding Test will be graded on accuracy and speed; accuracy will count 2/3 and speed 1/3 to get the grade for the finding test. If the student makes below a 70 on the finding test, he/she will get one opportunity to retake the finding test. The best grade of the two will be the grade posted in the grade book. Students will have to come to campus to take the required Finding Tests.

Computer exercises will be completed using Microsoft Access 2007. There is a tutorial on how to use Access on the CD that comes with the textbook and at the web site of the textbook publisher. Each student should work through this tutorial to become familiar with how to use Access 2007. Computer exercises will be required to be completed and e-mailed to the instructor for grading.

Evaluative Methods to Appraise Objectives:

Computer Exercises	= 10%
Chapter Exercises/Activities	= 20%
Finding Tests	= 30%
Chapter Tests	= 40%



Final Grade for the Semester:

93 - 100	= A
85 - 92	= B
77 - 84	= C
70 - 76	= D

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69 or Below = F