

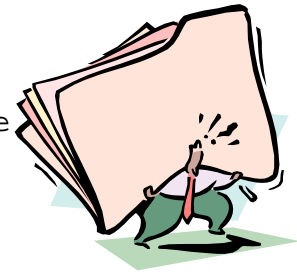
NORTHEASTERN TECHNICAL COLLEGE

COURSE OUTLINE

	Effective Date	Next Review Date		
COURSE:	PREFIX NO.	DATE:		
	AOT 161	January 2012	January 2013	
	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.



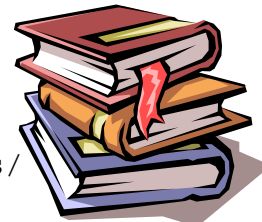
Textbook(s) or Alternative

Records Management, Ninth Edition, by Judith Read and Mary L. Ginn, Ph.D., Cengage Learning, South-Western, 2011.

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

Students must purchase the following:

- Records Management Textbook, 9th edition
- Records Management Simulation, 9th edition
- Records Management Study Guide, 9th edition
- USB 2.0 Flash Drive, 128MB for saving files/ assignments



A Data CD is supplied in the simulation packet. You will need this CD to do computer 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



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

- Chapter 1 - Records Management
- 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
- Chapter 8 - Subject Records Management
- Chapter 9 - Numeric Records Management
- Chapter 10 - Geographic Records Management
- 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.

Student Learning Outcomes:

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

1. Describe and understand the phases of filing and records control.
2. Set up a filing system and manage the system.
3. Set up files using the alphabetic, numeric, subject, and geographic storage methods.
4. Understand and apply 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 8 (eight) "finding tests", there will be 10 (ten) chapter tests covering the textbook chapters.

Students will print a copy of each computer exercise and turn it in for grading.

Technology Requirements

Students will be allowed to do assignments at home or at one of the NETC community campus sites. All chapter assignments must be completed using Microsoft Word 2010 software. Computer exercises must be completed using Microsoft Access 2010. **All assignments must be turned in by the end of the week they're due (check weekly calendar). No assignment will be accepted if it's not turned in by the end of the week it's due. All chapter tests and finding tests must be taken as scheduled. If a student misses class the day a test is due, the student must make arrangements with the instructor to make up the test. The test must be made up by the end of the week it's originally scheduled to be taken.**

Evaluative Methods to Appraise Objectives:

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



There will be a time limit for taking all Finding Tests and Chapter Tests.

Final Grade for the Semester

93 - 100	= A
85 - 92	= B
77 - 84	= C
70 - 76	= D
69 or Below	= F

Absences:

Students are expected to be in class on time and ready to start working. Students are to remain working until the end of the class period. No student is to leave class early without the permission of the instructor.

Day students will meet class two days a week for one hour and fifteen minutes for fifteen weeks. Day students will be allowed to miss a maximum of **six class meetings**. Night students will meet class one night a week for two hours and forty-five minutes for fifteen weeks. Night students will be allowed to miss a maximum of **three class meetings**. Once a student misses over the maximum hours allowed, he/she will automatically be dropped from class rolls.

There are no excused absences except those **verified** by other instructors for field trips or school related activities. A student with a doctor's excuse will be able to make up missed work, but the absence will still count toward the maximum number of absences allowed.

Tardies:

A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies will count as one absence for day students. Time missed for night students will be accumulated until an even hour has been missed. Students should strive to get to class on time each day.

AOT 161 Course Assignments

Week 1

Course Outline & Handouts
Chapter 1
Chapter Applications 1-1 & 1-3
Access Basics Tutorial, pg. 29
Study Guide

Week 2

Test on Chapter 1
Chapter 2
Chapter Applications 2-1 & 2-4
Simulation-Job 1

Week 3

Computer Exercise 1
Finding Test 1
Test on Chapter 2
Chapter 3
Applications 3-1 & 3-4
Study Guide

Week 4

Simulation-Job 2
Computer Exercise 2
Finding Test 2
Test on Chapter 3
Chapter 4

Week 5

Chapter Applications 4-3, 4-5,
4-6
Study Guide
Simulation-Job 3
Computer Exercise 3
Finding Test 3

Week 6

Test on Chapter 4
Chapter 5
Study Guide
Simulation-Job 4

Week 7

Computer Exercise 4
Finding Test 4
Test on Chapter 5
Chapter 6

Week 8

Simulation-Job 5
Computer Exercise 5
Simulation-Job 6
Computer Exercise 6
Finding Test 6

Week 9

Simulation-Job 7
Computer Exercise 7
Finding Test 7
Test on Chapter 6
Chapter 7

Week 10

Chapter Applications 7-1
Study Guide
Simulation-Job 8
Computer Exercise 8
Simulation-Job 9

Week 11

Computer Exercise 9
Test on Chapter 7
Chapter 8
Chapter Application 8-4

Week 12

Study Guide
Simulation-Job 10
Computer Exercise 10
Finding Test 10

Week 13

Test on Chapter 8
Chapter 9
Study Guide
Simulation-Job 11

Week 14

Computer Exercise 11
Finding Test 11
Simulation-Job 12
Computer Exercise 12
Test on Chapter 9

Week 15

Chapter 10
Simulation-Job 13
Computer Exercise 13

Exam Week

Test on Chapter 10