

# NORTHEASTERN TECHNICAL COLLEGE

## COURSE OUTLINE

	Effective Date	Next Review Date
<b>COURSE:</b>	<b>PREFIX NO.</b>	<b>DATE:</b>
	AOT 161	May 2011      May 2012
	<b>CREDITS</b>	<b>CONTACTS</b>
		<b>CLASS - LAB - TOTAL</b>
<b>TITLE:</b>	<b>Records Management</b>	3.0      3      0      3

**Prerequisites:** None

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



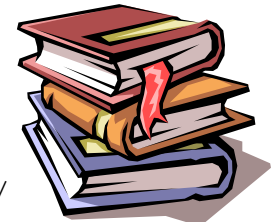
**Textbook(s) or Alternative**

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, 8<sup>th</sup> edition
- Records Management Simulation, 8<sup>th</sup> edition
- Records Management Study Guide, 8<sup>th</sup> 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



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 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 to the instructor.

**Evaluative Methods to Appraise Objectives:**

Computer exercises and chapter exercises/activities may be done at home if the student has access to the necessary software, Microsoft Word 2007 and Access 2007. All assignments (computer exercises, chapter exercises/activities) must be turned in by the end of the week they're assigned. Any assignment not completed and turned in by the end of the week it's assigned, will lose five points on the overall grade. All late assignments must be turned in no later than the following Monday. After Monday, the assignment will not be accepted.

All chapter tests must be taken as assigned on the weekly calendar. If tests are not taken as assigned, the student must make arrangements with the instructor to make it up. There will be a one week time limit to make up chapter tests.

All Finding Tests have to be taken before going on to the next filing project.

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



**There will be a time limit on all Finding 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 be allowed to miss a maximum of **four class meetings**. Night students will be allowed to miss a maximum of **two class meetings**. Once a student misses over the maximum hours allowed, he/she will automatically be dropped from class rolls with a grade of "F" for excessive absences.

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 1-2 & 1-3  
Study Guide

**Week 2**

Test on Chapter 1  
Chapter 2  
Chapter Applications 2-3 & 2-4  
Simulation-Job 1  
Computer Exercise 1  
Finding Test 1

**Week 3**

Test on Chapter 2  
Chapter 3  
Study Guide  
Simulation-Job 2  
Computer Exercise 2  
Finding Test 2

**Week 4**

Test on Chapter 3  
Chapter 4  
Chapter Applications 4-3 & 4-4  
Study Guide  
Simulation-Job 3  
Computer Exercise 3  
Finding Test 3

**Week 5**

Test on Chapter 4  
Chapter 5  
Study Guide  
Simulation-Job 4  
Computer Exercise 4  
Finding Test 4

**Week 6**

Test on Chapter 5  
Chapter 6  
Simulation-Job 5

Computer Exercise 5

**Week 6 continued**

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

**Week 7**

Test on Chapter 6  
Chapter 7  
Chapter Applications 7-1 & 7-4  
Study Guide  
Simulation-Job 8  
Computer Exercise 8  
Simulation-Job 9  
Computer Exercise 9

**Week 8**

Test on Chapter 7  
Chapter 8  
Chapter Application 8-4  
Study Guide  
Simulation-Job 10  
Computer Exercise 10  
Finding Test 10

**Week 9**

Test on Chapter 8  
Chapter 9  
Study Guide  
Simulation-Job 11  
Computer Exercise 11  
Finding Test 11  
Simulation-Job 12  
Computer Exercise 12

**Week 10**

Test on Chapter 9  
Chapter 10  
Chapter Application 10-4  
Simulation-Job 13  
Computer Exercise 13

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Exam Week-Test on Chapter 10