



# BROWARD COLLEGE COURSE OUTLINE

**LAST REVIEW:** 2008-2009      **NEXT REVIEW:** 2013-2014      **STATUS:** A

**COURSE TITLE:** Records Management

**COMMON COURSE NUMBER:** OST 1355

**CREDIT HOURS:** 3

## **CONTACT HOUR BREAKDOWN**

**CLOCK HOURS:**

Lecture:	24	Lab:	24
Clinic:		Other:	

**PREREQUISITE(S):** NONE

**COREQUISITE(S):** NONE

**PRE/COREQUISITE(S):** NONE

## **COURSE DESCRIPTION:**

This course provides computerized and paper management of records from creation to filing to retrieving to disposal.

General Education Requirements - Associate of Arts Degree, meets Area(s):

General Education Requirements - Associate in Science Degree, meets Area(s):

## **UNIT TITLES**

1. Records Management Concept
2. Electronic Records and Database Management
3. Alphabetic/Indexing Rules and Filing Procedures
4. Numeric Filing Procedures
5. Subject Filing Procedures
6. Geographic Filing Procedures
7. Records Retention, Transfer, and Disposition

## **EVALUATION:**

Students may be evaluated using a combination of the following:

Quizzes, Exams, Tests, Performance in state, regional, and local competitions, Presentations, Portfolios, Discussions, Class Participation, Attendance, Projects, Co-ops, Internships, Practicums, Externships, and Research Reports.

*\*\*\* Complete the following only if course is seeking general education status \*\*\**

## GENERAL EDUCATION Competencies and Skills \*:

Please highlight in **green** font all Competencies/Skills from the list below that apply to this course. In the box to the right of the Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

1. Read with critical comprehension	
2. Speak and listen effectively	
3. Write clearly and coherently	
4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)	
5. Demonstrate and apply literacy in its various forms: (highlight in <b>green</b> ALL that apply) (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental )	
6. Apply problem solving techniques to real-world experiences	
7. Apply methods of scientific inquiry	
8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings	
9. Demonstrate an understanding of and appreciation for human diversities and commonalities	
10. Collaborate with others to achieve common goals.	
11. Research, synthesize and produce original work	
12. Practice ethical behavior	
13. Demonstrate self-direction and self motivation	
14. Assume responsibility for and understand the impact of personal behaviors on self and society	
15. Contribute to the welfare of the community	

*\* General Education Competencies and Skills endorsed by '05-'06 General Education Task Force*

**UNITS****Unit 1. Records Management Concepts****General Outcome:**

The students should be able to define records management terms, the life cycle of various types of records, and identify the types of records based upon the information they contain.

**Specific Measurable Learning Outcomes:**

Upon successful completion of this unit, the students should be able to:

- 1.1 Define records management terms.
- 1.2 Define the life cycle of the various types of records.
- 1.3 Define the types of records based upon the information they contain.
- 1.4 Explain relevant legislation that affects records management
- 1.5 Identify possible careers in records management .

**Unit 2. Electronic Records and Database Management****General Outcome:**

The students should be able to apply the filing principles to the computer database and information management software.

**Specific Learning Outcomes:**

Upon successful completion of this unit, the students should be able to:

- 2.1 Open a database file. Open a computer-based database file.
- 2.2 Add records to a database.
- 2.3 Sort records alphabetically.
- 2.4 Print the records.
- 2.5 Create queries from the records.
- 2.6 Create a report: What kind of report?
- 2.7 Define and describe magnetic and optical media
- 2.8 Define the systems concept, indexing, retrieving, and storage equipment as it relates to electronic records systems.
- 2.9 Explain the need for electronic records systems (email, databases, electronic media) and network security.
- 3.0 Identify records and information management software for electronic records.

**Unit 3. Alphabetic Filing Procedures/Rules****General Outcome:**

The students should be able to apply the alphabetic filing rules to the process of office correspondence, faxes, forms, invoices, microfiche, minutes, resumes, and spreadsheets.

**Specific Learning Outcomes:**

Upon successful completion of this unit, the students should be able to:

- 3.1 Alphabetic color code file folder labels by application.
- 3.2 Apply alphabetic indexing Rules 1-10.
- 3.3 Index, code, and arrange personal and business names.
- 3.4 Index, code, and arrange government names.
- 3.5 Index, code, and arrange international business names .

**Unit 4. Numeric Filing Procedures**

General Outcome:

The students should be able to apply the steps involved in processing correspondence and other documents for numeric filing.

**Specific Learning Outcomes:**

Upon successful completion of this unit, the students should be able to:

- 4.1 Process correspondence by consecutive and nonconsecutive numbering methods.
- 4.2 File computer output microfiche in terminal-digit order.
- 4.3 Color code records in both consecutive and terminal-digit numeric files.
- 4.4 Explain storage and retrieval procedures for a consecutive numeric method.
- 4.5 Compare and contrast block-numeric, duplex-numeric, decimal-numeric, and alphanumeric coding.

**Unit 5. Subject Filing Procedures**

General Outcome:

The students should be able to apply the steps involved in processing correspondence and other documents for subject filing.

**Specific Learning Outcomes:**

Upon successful completion of this unit, the students should be able to:

- 5.1 File correspondence by name.
- 5.2 File correspondence by Subject Index both manually and electronically.
- 5.3 Use storage and retrieval procedures to maintain record control.

**Unit 6. Geographic Filing Procedures**

**General Outcome:**

The students should be able to apply the steps involved in national and international geographic filing procedures, with primary emphasis on a United States geographic filing base.

**Specific Learning Outcomes:**

Upon successful completion of this unit, the students should be able to:

- 6.1 Cross reference files by state, city, and/or zip code.
- 6.2 Retrieve files by state and/or city using cross reference.
- 6.3 Index, code and arrange files geographically by using a lettered or location guide plan.

**Unit 7. Records Retention, Transfer, and Disposition**

**General Outcome:**

The students should be able to apply a records retention and disposition schedule.

**Specific Learning Outcomes:**

Upon successful completion of this unit, the students should be able to:

- 7.1 Perform routine file maintenance by deleting inactive records.
- 7.2 Create a records retention schedule
- 7.3 Determine the difference between perpetual, periodic, and one-period transfer methods.