

Date Adopted: September 1968

Date Reviewed: Aug 2015

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## **OAD 138      RECORDS AND INFORMATION MANAGEMENT**

### **I. OAD 138      RECORDS AND INFORMATION MANAGEMENT- 3 Semester Hours**

#### **II. Course Description**

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures.

#### **III. Prerequisite**

None

#### **IV. Textbook**

Textbooks:      Records Management text only

Publisher:      Paradigm

Author:      West, Debbie

#### **V. Course Objectives**

1. The student will know the principles and procedures for filing records alphabetically and retrieving them manually.
2. The student will know three adaptations of the alphabetic method: geographic, numeric, and subject filing principles and procedures.
3. The student will have an understanding of the basic principles of records management that extend beyond the day-to-day activities in the office and will learn the principles for organizing, operating, and controlling a successful records management system.
4. The student will know the procedures for storing and retrieving card files, microrecords and computer records for special purposes by ASCII indexing rules of order.
5. The student will know the role of computerized automation in records management and will learn how records are created, stored, processed and retrieved in a computer database.

#### **VI. Course Outline of Topics**

1. Using the basic alphanumeric rules, the student will file cards and letters in correct order and then take finding tests to retrieve specific pieces within a specified time with at least 60% accuracy.
  - a. The student will know three adaptations of the alphabetic method: geographic, numeric, and subject filing principles and procedures.
2. Using the basic geographic rules, the student will file cards and letters in correct order and then take a finding test to retrieve specific pieces within a specified time with at least 60% accuracy.
3. Using the basic numeric rules, the student will prepare a numeric file and an alphabetic card file and then take a finding test to retrieve specific pieces with at least 60% accuracy.
4. Given questions on principles of alphabetic, numeric, geographic, subject, and chronologic filing methods, the student will answer with at least 60 percent accuracy.
  - a. The student will have an understanding of the basic principles of records management that extend beyond the day-to-day activities in the office and will learn the principles for organizing, operating, and controlling a successful records management system.

5. Given specific activities, the student will file and retrieve correspondence, prepare check-out records forms, and apply follow-up procedures for files.
  - a. The student will know the procedures for storing and retrieving card files, microrecords and computer records for special purposes by the ASCII indexing rules of order.
6. The student will study the procedures for storing and retrieving records on microfilm.
7. The student will list and describe special records.
8. Given test questions about the record cycle, storage on and retrieval from microfilm, the student will answer with at least 60 percent accuracy.
  - a. Given instructions in working with a computer database, the student will create, store, process and retrieve records with at least 60% accuracy.

## **VII. Evaluation and Assessment**

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

## **VIII. Attendance**

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

## **IX. Statement on Discrimination/Harassment**

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

## **X. Americans with Disabilities**

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. The ADA Accommodations Office is in FSC 305 (205-856-7731).