

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

Course Title: RECORDS MANAGEMENT

Course No.: REC400

Program: OFFICE ADMINISTRATION - EXECUTIVE

Semester: THREE

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Previous Outline
Dated: JANUARY 1995

Approved:



Dean of School of Business & Hospitality

Date

Total Credits:

Prerequisites: NONE

Length of
Course: 3 HOURS A WEEK FOR 16 WEEKS

Total Credit Hours: 48

- I. COURSE DESCRIPTION:** This course will give the student an understanding of the scope and complexities of the administrative management of records. Emphasis will be placed on managing and controlling documents from the time of their creation until their disposition. In addition, students will apply database concepts to the organization of computerized records while using a database software package.

During this course, students will use the licensed application software package Microsoft Access 2 for Windows.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

A. Learning Outcomes:

1. Assess, establish, and maintain systems to ensure organized electronic and paper records for the workplace.
2. Apply database concepts to the organization of computerized records.

B. Learning Outcomes with Elements of Performance:

Upon successful completion of this course the student will demonstrate the ability to:

1. Assess, establish, and maintain systems to ensure organized electronic and paper records for the workplace.

Elements of the Performance:

identify the structure, components, equipment, and supplies required for electronic and paper filing systems
select and use appropriate storage and retrieval methods for electronic and paper records
handle records in a manner which complies with statutes and regulations governing the privacy of information and retention of records
develop a schedule for retention and disposal of records
assess an existing records management system and make logical recommendations for improvement
establish a system for organizing electronic and paper records
maintain organized, current electronic and paper records

This module will constitute 40% of the course grade.

2. Apply database concepts to the organization of computerized records.

Elements of the Performance:

- create, open, and close a database
- create, open, close, print and change a table
- define fields
- add new records and change existing records
- delete records
- create a graph
- use online Help
- create, run, save, and close a query
- print query results
- display selected fields
- use character and numeric data in criteria in a query
- use wildcards
- use comparison operators
- sort
- join multiple tables
- create validation rules
- create and use single-field and multiple-field indexes
- create custom reports and forms
- create a query for a report
- modify a report design
- save and print a report
- change the characteristics of a report
- move and add fields
- change special effects

This module will constitute 60% of the course grade.

III. TOPICS:

Note: These topics sometimes overlap several areas of skill development and are not necessarily intended to be explored in isolated learning units or in the order below.

1. The Role of Records Management and Administrative Services
2. Organization and Staffing of Records Management Systems
3. Establishing a Records Management Program
4. Records Inventory and Analysis

5. Retention and Disposition of Records
6. Records Storage and Retrieval Systems
7. Managing Vital Records and Disaster Recovery
8. Planning and Managing the Records Centre
9. Managing the Archives
10. Micrographics
11. Records Management Technology and Trends
12. Creating a Database using Access
13. Querying a Database using Access
14. Maintaining a Database using Access
15. Presenting Data: Reports and Forms

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Records Management: Integrated Information Systems. Patricia E. Wallace, Jo Ann Lee, Dexter R. Schubert, Third Edition, Prentice-Hall, Inc., 1992.

Microsoft Access 2 for Windows. Shelly, Cashman, Pratt, Boyd & Fraser Publishing Company, 1995.

Manilla file folders (3) - letter-size and file labels

Three, 3 1/2" high density disks

V. EVALUATION PROCESS/GRADING SYSTEM:

1. Four Tests:

(A) Practical Hands-On Tests using Database Software

Test #1 - Following completion of Projects 1 and 2 - 20%

Test #2 - Following completion of Projects 3 and 4 - 20%

(B) Theory Tests based on Records Management Textbook

Test #1 - Following completion of Chapters 1, 2, 3, 4 and 5 - 10%

Test #2 - Following completion of Chapters 6, 10, 11, 12, 16, 18 - 20%

2. Assignments:

- Four Database Software Projects - 20%
- Records Management Projects - 5%
- Records Management Tour Log - 5%

It is expected that 100 percent of classroom work be completed. Work which is not submitted by the due date or work handed in incomplete, will result in a loss of 10 percent for each occurrence from the total assignment value unless the instructor is aware of a valid reason prior to due date. Late assignments will be accepted up to three days after the due date with a 10 percent penalty.

If a student is not able to write a test because of illness, or a legitimate emergency, that student must contact the instructor prior to the test and provide an explanation which is acceptable to the instructor (medical certificates or other appropriate proof may be required). In cases where the student has contacted the instructor, and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the highest achievable grade is, a "C". In cases where the student has not contacted the instructor, the student will receive a mark of "0" on that test.

Grade/Numerical Equivalencies:

A+	Consistently outstanding	(90% - 100%)
A	Outstanding achievement	(80% - 89%)
B	Consistently above average achievement	(70% - 79%)
C	Satisfactory or acceptable achievement	(60% - 69%)
R	Repeat	(Less than 60%)

U	Unsatisfactory given at midterm only
S	Satisfactory given at midterm only

X A temporary grade, limited to situations with extenuating circumstances, giving a student additional time to complete course requirements.

VI. SPECIAL NOTES:

1. All students should be aware of the Special Needs Office in the College. If you have any special needs such as being visually impaired, hearing disabled, physically disabled, learning disabilities, you are encouraged to discuss required accommodations confidentially with the professor and/or contact the Special Needs Office, Room E1204, Ext. 493, 717, or 491, so that support services can be arranged for you.

2. Your professor reserves the right to modify the course as he/she deems necessary to meet the needs of the students.
3. It is the responsibility of the student to retain all course outlines for possible future use in gaining advanced standing at other post-secondary institutions.
4. Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities". Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.
5. Each student will be required to keep a file in a designated classroom. This will facilitate the return of assignments, grades, and any messages the Office Administration faculty need to relay to the students.