



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

**RECORDS MANAGEMENT
OFT1675 3 Credit Hours**

Student Level:

This course is open to students on the college level in either the freshman or sophomore year.

Catalog Description:

OFT1675 - RECORDS MANAGEMENT (3 hrs)

Develop skills in alphabetic, numeric, subject, and geographic filing procedures and develop competence in managing computer database records.

Prerequisites:

CAP1516 Computer Applications, CAP1517 Advanced Computer Applications or a basic knowledge of Microsoft Access

Controlling Purpose:

Records Management is a course designed to prepare students to maintain business records efficiently in a business office. Practical information is presented to the student to develop understanding of the information cycle which functions in the office. The student will learn the alphabetic, numeric, subject, geographic, and chronological systems that are used to manage and use information. Competence will be developed in managing computer database records.

Learner Outcomes:

Competencies will be developed in managing information using alphabetic, numeric, subject, geographic, and chronological systems.

Units Outcomes and Criterion Based Evaluation Key for Core Content:

The following defines the minimum core content not including the final examination period. Instructors may add other content as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for

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taking more advanced work in the same field, but without any major handicap of inadequacy in his background.

- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

THE PROFESSION OF RECORDS AND INFORMATION MANAGEMENT						
Outcomes: The student will gain an understanding of the professional records and information management.						
A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Explain the basic principles of managing records and apply those principles in completing the daily assignments and projects.
						Examine a filing system and identify the method of filing that is being used.
						Determine the importance of control and privacy in managing records.
						Distinguish among the four categories of records: vital, important, useful, and nonessential.
						Explain the importance of the Freedom of Information Act and the Privacy Act on records management.
						Develop an awareness of the current methods of storing information using image technology and bar coding.
						Determine how data is protected from loss and unauthorized access.
						Index, code, and arrange properly the names of individuals and businesses.
						Apply coding and cross-referencing procedures to correspondence which will then be filed and subsequently retrieved.
						File correspondence by the alphabetic, numeric, geographic, and subject method while applying the rules of chronological filing where appropriate.

RECORDS MANAGEMENT TECHNOLOGY

Outcomes: The student will learn to effectively use technology in the management of records.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Utilize current and future information technology effectively.
						Read and interpret technical manuals.
						Save, manipulate, and print database tables.
						Properly care for information technology equipment.
						Process information using computer hardware and software to reach an informed decision on a problem with several variables.
						Follow procedures for computer information storage and retrieval.

WORKPLACE COMPETENCIES

Outcomes: The student will demonstrate common workplace competencies.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Set priorities or the order in which several tasks will be accomplished.
						Determine specific activities to accomplish a task and order of procedures to accomplish the task.
						Organize workspace, work flow, and adjust to change when necessary.

Projects Required:

Submit assignments as required by the instructor.

Textbook:

Contact Bookstore for current textbook.

Materials/Equipment Required:

Computers, Microsoft Word, and Microsoft Access

Attendance Policy:

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

Grading Policy:

The grading policy will be outlined by the instructor in the course syllabus.

Maximum class size:

Based on classroom occupancy

Course Timeframe:

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

Refer to the following policies:

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

Disability Services Program:

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.