

## LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

### **SPECIAL NOTE:**

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

### **TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):**

Please check with the LCC bookstore <http://www.labette.edu/bookstore> for the required texts for this class.

**COURSE NUMBER:** OTEC 111

**COURSE TITLE:** RECORDS MANAGEMENT &  
DATABASE APPLICATIONS

**SEMESTER CREDIT HOURS:** 3

**DEPARTMENT:** Business Administrative Technology

**DIVISION:** Career Technical Education

**PREREQUISITE:** None

### **COURSE DESCRIPTION:**

Records Management is designed to present knowledge and skills that are needed in records management work. This course emphasizes the basic principles and procedures used in alphabetic, geographic, numeric and subject filing methods for manual and automated records systems. Practice in application of filing rules is provided through the use of records management projects.

### **COURSE OUTCOMES AND COMPETENCIES:**

**Students who successfully complete this course will be able to:**

1. Describe records management and define the important processes and terms of a records management program.

- Describe the classifications of records found in an office.
- Describe common problems found in record systems.

2. Store and retrieve records using manual procedures of the alphabetic, subject, numeric and chronological methods of record management.

- Learn and apply the ARMA alphabetic filing rules.
- Prepare records for filing – index, code and sort.
- Apply the ARMA rules for cross-referencing records.
- File records using the alphabetic method of filing.
- File records using the subject method of filing.
- File records using the numeric method of filing.
- Create a personal filing system.

3. Use electronic records systems to manage documents and files.

- Use Microsoft® Access to compile database.
- Use Microsoft® Word/Access to produce folder labels.
- Use Outlook to manage contacts.
- Use scanner to create documents.
- Create and manage pdf files.
- Provide examples of microimage records and microimage storage.

4. Organize data efficiently by using Access database management system.

- Plan and create a database; use Datasheet view and Design view; and create tables and work in tables.
- Modify a table's design; use the attachment data type; find and replace data; sort filter, and delete records.
- Create queries, and sort and filter the results
- Create, modify, and work with forms; and use them to sort and filter records.
- Create reports by using the Report button, the Report Wizard, Design view, layout view and queries; modify and print reports.

5. Describe proper guidelines and processes for controlling a records management program and maintaining electronic records.

- Describe a records inventory.
- Apply the rules of requisition, retrieval, charge-out and follow-up.
- Create a retention schedule.
- Transfer records using accepted practices.
- Analyze issues involving technology and electronic records.

6. Perform workplace competencies

#### COMPUTER LITERACY

- Use functions to store, sort, and merge data
- Access, navigate, and use on-line services

#### TIME MANAGEMENT

- Develop strategies to overcome procrastination and meet deadlines