

COURSE TITLE AND NUMBER:

# North Central Michigan College

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NCMC MASTER COURSE SYLLABUS FOR YEARS: 2001-2003

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DIVISION/AREA: Business and Technology

DEPARTMENT:

DIVISION DIRECTOR: Robert J. Marsh, Ph.D., P.E.

ORIGINATOR:

DEAN OF INSTRUCTION: Timothy Dykstra, Ph.D.

TOTAL HOURS OF INSTRUCTION: 2    LECTURE: 2    LAB: 0    TOTAL CONTACT HOURS: 35.2

COURSE NUMBER: OAS 141

CREDIT HOURS: 2

COURSE TITLE: Filing and Record Management

TRANSFERABLE    YES:    NO: X    TO:

PREREQUISITE(S)/COREQUISITE(S)/ADVISORY: None

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CATALOG DESCRIPTION:

Introduction to the basic principles and procedures of records storage and control for manuals and automated records systems using popular methods. Introduces database concepts needed for understanding automated records storage and retrieval methods including modifying, sorting, designing, searching, and printing. Practical application of filing is used to give students hands-on experience including alphabetic, numeric, and subject storage methods.

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GENERAL EDUCATION OUTCOMES:

- Think critically and analytically
- Independently acquire knowledge

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COURSE OBJECTIVES & OUTCOMES:

At the end of this course the students will be able to:

- Apply the Alphabetic Indexing Rules
  - Apply storage and retrieval by subject, numeric, and geographical methods.
  - Use computerized records management technology
  - Understand and apply records controls
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COURSE TITLE AND NUMBER:

METHODS OF INSTRUCTION:

Lecture and in class exercises plus homework assignments.

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METHODS OF EVALUATION:

Students grade will be based on the assignments and tests completed. Each assignment or test is assigned a point value and then total points available are computed. Your total points will be divided by the total points available to find your percentage. The percentage is then converted to a letter grade.

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REQUIRED TEXTS:

Records Management textbook and projects, 7<sup>th</sup> Edition, Read-Smith, Ginn, Kallaus

OPTIONAL SUPPLEMENTARY MATERIALS:

Two 3 1/2 inch high density diskettes (required)

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Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Education Opportunity Program (EOP) at (231) 348-6687 to arrange services for this course.

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TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON \_\_\_\_\_