

COURSE OUTLINE

New Revised

Effective Date: Fall 2000

1. **COURSE PREFIX NUMBER:** AST 137 **CREDIT HOURS:** 3
2. **COURSE TITLE:** **Records Management**
3. **PREREQUISITES:** None
4. **COURSE DESCRIPTION:** Teaches filing and records management procedures for hard copy, electronic, and micrographic systems. Identifies equipment, supplies, and solutions to records management problems. Lecture 3 hours per week.
5. **CONTENT:** (Major Headings)
 - a. A combination of lectures, discussions, and demonstrations will be used for presenting materials to students.
 - b. Students will complete a set of practice materials in order to obtain a working knowledge of filing procedures.
 - c. A portion of each class will be devoted to laboratory, during which time the students will acquire hands-on experience in electronic records management.
6. **GENERAL COURSE OBJECTIVES:**

Upon successful completion of the course, the student will be able to:

 - a. distinguish between filing and records management.
 - b. define the difference between hard copy, electronic, and micrographic system.
 - c. index, code, and cross-reference in all systems.
 - d. know the characteristics of records retrieval, retention, transfer and storage.
 - e. select appropriate equipment and supplies for various materials to be filed or stored.
 - f. list the life cycle of a business record and the importance of each step.
 - g. develop a familiarity with MicroAge and electronic records.