Modesto Junior College  
Course Outline of Record  
OFADM 305

I. OVERVIEW  
The following information will appear in the 2010 - 2011 catalog

OFADM 305 Records Management  
3 Units  

Recommended for Success: Before enrolling in this course, students are strongly advised to have successfully completed OFADM 353 and be eligible for ENGL 50.

Filing rules and their application to alphabetic, numeric, geographic, and subject systems; establishing manual and computer filing systems; records control, retention, transfer, equipment, and supplies; micrographics; using the computer to store, organize, maintain, and retrieve information.

Field trips might be required. (A-F or P/NP - Student choice) Lecture /Lab

II. LEARNING CONTEXT  
Given the following learning context, the student who satisfactorily completes this course should be able to achieve the goals specified in Section III, Desired Learning:

A. COURSE CONTENT

1. Required Content:

   a. Terms used in records and database management, classification of records, laws, employment, and careers

   b. The 10 indexing rules established by ARMA for alphabetic filing names of person, business, and organizations

   c. The application of the ARMA rules by applying indexing, coding, cross-referencing, sorting, storing, and retrieving procedures

   d. Numeric, geographic, subject, and other filing systems procedures

   e. Records control and retention procedures from the creation stage of a document to the disposition stage

   f. Records equipment and supplies

   g. Reminder files and their use in a manual or an electronic workstation

   h. Micrographics and advanced systems, such as microfilm, microfiche, computer-assisted retrieval, optical disks, automated retrieval equipment, and color-coding

   i. Records system analysis, design, and evaluation

2. Required Lab Content:

   a. Vocabulary associated with database software

   b. Projects utilizing database software

      i. Open a file
ii. Enter data
iii. Edit records
iv. Sort records
v. Calculate numeric fields
vi. Produce different styles of reports and labels

c. Application of the ARMA rules to computer databases

B. ENROLLMENT RESTRICTIONS

1. Advisories

Before enrolling in this course, students are strongly advised to have successfully completed OFADM 353 and be eligible for ENGL 50.

2. Requisite Skills

Before entering the course, the student will be able to:

a. Navigate the computer operating system
b. Create, manage, and organize files and folders using a computer
c. Show familiarity with Microsoft Office software suite
d. Write clear, correct sentences
e. Analyze and describe a situation or event
f. Write a well-developed paragraph.

C. HOURS AND UNITS

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<th>UNITS</th>
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D. METHODS OF INSTRUCTION (TYPICAL)

Instructors of the course might conduct the course using the following method:

1. Lectures
2. Demonstrations
3. Simulated hands-on activities
4. Hands-on laboratory assignments
5. Possible field trips

E. ASSIGNMENTS (TYPICAL)
1. **EVIDENCE OF APPROPRIATE WORKLOAD FOR COURSE UNITS**
   *Time spent on coursework in addition to hours of instruction (lecture hours)*
   a. Daily hands-on filing activities
   b. Daily reading and analysis of text
   c. Weekly lab assignments using database software
   d. Daily text assignments
   e. Daily practice of locating filed records and replacing same records
   f. Twice per term analysis of businesses' records management policies

2. **EVIDENCE OF CRITICAL THINKING**
   *Assignments require the appropriate level of critical thinking*
   a. Given a description of some data that must be kept by a business the student will choose the manual filing method, equipment, and supplies to be used to create an efficient and effective filing system
   b. Given data to be input into database software, student will select the format necessary to produce quality output (reports)
   c. Student will formulate the design of a report when asked for specific information

F. **TEXTS AND OTHER READINGS (TYPICAL)**

III. **DESIRED LEARNING**

A. **COURSE GOAL**
   *As a result of satisfactory completion of this course, the student should be prepared to:*
   demonstrate the methods used to file alphabetically, numerically, geographically, and by subject. The student should also be prepared to discuss technology in relation to records management.

B. **STUDENT LEARNING GOALS**
   *Mastery of the following learning goals will enable the student to achieve the overall course goal.*
   1. **Required Learning Goals**
      *Upon satisfactory completion of this course, the student will be able to:*
      a. Define the terms used in records and database management.
      b. Apply the 10 indexing rules for filing names of persons, businesses, and organizations.
      c. Demonstrate indexing, coding, cross-referencing, sorting, storing, and retrieving in the process of filing 200 cards and 80 letters alphabetically, numerically, geographically, and by subject.
      d. Describe the adaptation of the indexing rules to computer databases.
      e. Describe the procedures for records control and retention, including charge-out systems, follow-up systems, electronic files control, and transfer methods.
      f. Identify the types of filing equipment and supplies and the criteria for their selection.
      g. List major developments in micrographics, computer-assisted retrieval, optical disks, automated
retrieval equipment, and color-coded filing systems.

h. List the questions to ask in analyzing the needs of a business in order to design or revise a filing system.

i. Apply the activity ratio and the accuracy ratio in evaluating records systems.

2. **Lab Learning Goals**
   *Upon satisfactory completion of the lab portion of this course, the student will be able to:*
   
a. Demonstrate the use of a computer and database software to open a file; add, delete, and edit records; sort records; save and delete files; calculate numeric fields; and print reports and labels.

b. Utilize database software to produce reports of requested information from given data.

c. Troubleshoot issues caused by inadequate reports created with database software

IV. **METHODS OF ASSESSMENT (TYPICAL)**

   A. **FORMATIVE ASSESSMENT**
      1. Quizzes
      2. Hands-on assignments

   B. **SUMMATIVE ASSESSMENT**
      1. Tests
      2. Projects
      3. Final examination