

## OT 21 -FILING AND RECORDS MANAGEMENT

(Fall 1997)

### COURSE SYLLABUS

INSTRUCTOR: Toni Ensz TELEPHONE: 638-3641, Ext. 255  
OFFICE: B-2, Office Hours: M & W 1-2 and T 11:30-12:30

#### MATERIALS OF INSTRUCTION:

- ✓ Professional Records Management by Jeffrey R. Steward, Published by Glencoe/McGraw Hill, 1994.
- ✓ Electronic Filing Using dBASE III Plus by B. Caplen, Published by Regents/Prentice Hall, 1993.
- ✓ Disks: Two (2) blank, unlabeled, unformatted, 3 ½" double-sided **HIGH DENSITY** disks.
- ✓ Paper, pencils, and a pen.
- ✓ Case to store your diskettes.

#### COURSE OBJECTIVES:

1. Index, code, file and retrieve documents using alphabetic, geographic, numerical, and subject filing methods of records management.
2. Distinguish between the various methods of records management.
3. Evaluate existing manual filing and records management systems and determine whether or not the system needs to be changed.
4. Use a microcomputer to access, retrieve, distribute, file and archive documents and records.
5. Identify the most efficient filing system for a specific application.
6. Select equipment and supplies for the four major filing systems.
7. Control and manage one or more filing systems.
8. Demonstrate speed and accuracy in maintaining alphabetic, subject, numeric, and geographic filing systems.

#### COURSE COMPLETION REQUIREMENTS:

- ◆ Attend T TH class sessions 10:00 a.m. - 11:15 a.m.
- ◆ Read the assigned chapters before coming to class.
- ◆ Complete and hand in all required assignments.

GRADING:

Tests .....	30%
Final .....	10%
Quizzes .....	20%
Assignments (in class) .....	20%
Homework .....	20%

Based on the following scale:

90% - 100%	. A
80% - 89%	. B
70% - 79%	. C
60% - 69%	. D
59% or below	F

All assignments must be completed in order to satisfactorily complete the requirements of this course--including the final.

CLASSROOM BEHAVIOR:

Everyone is expected to behave as an adult college student. Nothing to eat, drink or chew is to be brought or consumed in the Lab at any time! No radios, earphones, beepers, or cell phones are allowed in class. Any student who is disruptive in a class will be asked to leave and will not be allowed to return to class according to the Student Behavior rules in the KRCC Catalog.

THE LAST DAY TO DROP A SEMESTER LENGTH COURSE CLASS - October 17, 1997

HOLIDAYS:

- September 1 - Labor Day
- October 10 - Staff Development Day
- November 11 - Veteran's Day
- November 27 and 28 - Thanksgiving
- December 15-19 - Final Exam Week