

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
STANDARD COURSE SYLLABUS
RECORDS MANAGEMENT
BOT 1413**

COURSE TITLE: Records Management (BOT 1413)

COURSE DESCRIPTION: (3 hours credit) This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall and the treatment of these categories in proper management, storage, and retrieval. Three hours lecture/lab per week plus additional lab.

COURSE GOALS: This course is designed to teach students indexing rules, to teach students about supplies and equipment needed (from basic to more complicated) and to enable students obtain an entry level job in a records management department.

OUTCOME COMPETENCIES

1. Analyze storage and retrieval procedures in alphabetic, numeric, geographic, chronological, and subject filing systems.
 - a. Code, sort, and file paper documents.
 - b. Prepare cross references when necessary.
 - c. Apply ARMA rules for filing and retrieving documents and for storing electronic information.

2. Use a variety of media forms used to manage information.
 - a. Determine the appropriate storage systems for these media.
 - b. Select appropriate storage equipment.
 - c. Explain the purpose of color coding files.
 - d. Analyze the numeric filing systems that are best suited for color coding.
 - e. Apply alphabetic and numeric color coding and color accenting to various situations.
 - f. Explain how computer indexes and database software can be used in records management.
 - g. Explain how misfiles are recognized in color-coded files.

3. Describe records retention, retrieval, and transfer.
 - a. Explain the use of a records retention schedule.
 - b. Describe retrieval, requisition, charge-out, and follow-up procedures.
 - c. Discuss records activity, transfer methods and procedures.
 - d. Describe the difference between active and inactive records and indicate how each is determined.
 - e. Specify the recommended time period records should be retained.
 - f. Describe the appropriate methods for destruction of records

COURSE REQUIREMENTS:

1. Students must meet the requirements of the NWCC attendance policy.
2. Students must have a final average that is passing as defined by the grading scale listed in the Course Outline.

METHODS OF INSTRUCTION:

The methods of instruction used for this course may include any or all of the following:

3. Canvas online
4. Assigned projects

EVALUATION TOOLS:

Evaluation tools used for this course may include any or all of the following

1. Multiple choice
2. Matching
3. Fill in the blank
4. True/false
5. Essay
6. Performance tests

REQUIRED TEXTBOOK:

See the individual instructor's Course Outline for the specific textbook to purchase.

REQUIRED EQUIPMENT/MATERIALS/.SUPPLIES:

See the individual instructor's Course Outline for the specific equipment/materials/supplies to purchase.

GRADING POLICY:

NWCC does not have a standard grading scale for all classes. See the individual instructor's Course Outline for the specific grading scale used for this class.

NWCC'S OFFICIAL ATTENDANCE POLICY FOR NON-ONLINE CLASSES:

Regular and punctual attendance at all scheduled classes is expected of all students and is regarded as integral to course credit. There are times, however, when students must miss class. Nevertheless, if the student's absences exceed the equivalent of two weeks of class meetings, that student will be withdrawn from the class with a grade of "F". Online courses have additional information regarding class attendance included in the instructor's Course Outline.

PLAGIARISM AND CHEATING/ACADEMIC HONESTY:

Both cheating and plagiarism are prohibited. Plagiarism is the presentation of another person's ideas, words, or work as one's own. Alleged violations involving cheating, plagiarism, and other academic misconduct will be handled according to the procedures outlined in the *NWCC Student Guide*. These procedures are as follows: Students involved in cheating or plagiarizing will be reported to a five-member Ad Hoc Committee on Cheating and Plagiarism. The chairperson of this committee will be the Academic or Career-Technical Dean as determined by the student's major. Other committee members will be the division director/chairman of the department in which the alleged dishonesty occurred, the student's faculty advisor, and two SGA members. The committee will review the alleged act and may assign sanctions ranging from imposing a failing grade in the course to withdrawal from the College.

ADDITIONAL POLICIES (COURSE OUTLINE):

Individual instructors and specific programs may have policies and requirements in addition to those listed here. Any additional course information that is particular to a given teacher or program will be included in the Course Outline attached to this syllabus. Note: The instructor reserves the right to make any necessary changes to the information provided in the syllabus and the course outline during the semester.

ADA STATEMENT:

Students with disabilities are encouraged to notify their instructors of their condition at the beginning of the semester. The college and your instructors will make reasonable accommodations for persons with documented disabilities.

ADDITIONAL POLICIES (COURSE OUTLINE): See Course Outline