AOT 161
RECORDS MANAGEMENT

Course Description
This course emphasizes information management functions and various types of information systems, technology and procedures.
3 Cr (3 lecture/presentation, 0 lab, 0 other)

Course Focus
Focus is on the implementation of a manual and an electronic records management system.

Text and References
ISBN: 0538729732

Course Goals
The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (*designates a CRUCIAL goal)

1.* name six manual filing systems
2. Recognize records management language
3. Record file life cycle
4. Use reference materials
5. Search records management legislation
6. Review records management history
7. Research records management necessity
8. Research manual filing system equipment
9. List records management careers
10. List indexing records principles
11. Illustrate records storage
12. Explain manual filing equipment importance
13.* evaluate supplies equipment
14. Evaluate storage equipment
15. Evaluate existing records system
16. Develop control procedures for records system
17. Develop control of forms guides
18.* describe manual features
19. Describe micrographic features
20.* describe electronic records storage features
21.* demonstrate cross-reference record
22.* conduct records inventory
23.* demonstrate alphabetic filing system
24.* identify personal name rules
25.* identify business name rules
26. List alphabetic filing rules
27. Plan system changes
28.* implement color-coded filing system
29.* exhibit records charge-out system
30.* develop locate misfiled-record strategies
31. Contrast perpetual and periodic records transfer
32. Contrast alphabetic and subject filing rules
33.* delineate steps for processing subject records
34.* demonstrate subject filing system
35.* identify subject filing rules
36. Report numeric filing equipment
37.* exhibit numeric filing system
38.* define numeric filing arrangement
39.* delineate steps for processing numeric filing
40.* define geographic filing arrangement
41.* exhibit geographic filing system
42. Contrast electronic and manual filing systems
43. Explain database filing features
44. Explain electronic filing system disadvantages
45. Design storage and retrieval system

Student Contributions
Students will spend at least three hours a week outside of class.

Course Evaluation
The final grade will be determined by the following:
Four Tests valued at 100 points each = 400 points
Simulation package = 600 points

The grade point scale is as follows:
900 - 1000 = A
800 – 899 = B
700 - 799 = C
600 – 699 = D
Below 599 = F

Course Schedule
The class meets for 3 lecture/presentation hours per week.

Approved by: ___________________________ Developed/Revised: 5/2013
Ken Flick, Division Dean for Business/Industrial Division
**ADA STATEMENT**
The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

**ACADEMIC MISCONDUCT**
There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

**ATTENDANCE**
The College’s statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in and communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

*In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student’s responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.*

When a student exceeds the allowed absences; the student is in violation of the attendance policy. The instructor MUST withdrawal the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance.

**Or**

- Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

**Absences are counted from the first day of class.** There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL’s **STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL)** is on file in the Division Office and in the Learning Resources Center.

**HAZARDOUS WEATHER**
In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLHV 101.1, WSOX 1230 AM, WAEV 97.3, WTOP TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)
**Emergency Text Message Alert**

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to [www.tcl.edu](http://www.tcl.edu). On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)