

**Northwest Arkansas Community College  
Business and Computer Information Courses**

***OSIM 2303 Records Systems Management (On Demand)***

***Catalog Description***

This course combines specific concepts of records management with an understanding of the impact efficient records management has on an organization's success. The simplified filing standards procedures developed by the Association of Records Managers and Administrators are learned. This criteria is used to create, classify, store, retrieve, package, retain, transfer, dispose of, or archive records. The basics of database software will be used for some assignments. (Outside lab time will be required.)

***Prerequisite***

CISQ 1103 Intro to Computers OR CISM 1603 Word/Information Processing

***Credit Hours: 3***

***Target Audience and Transfer***

This course is designed for students majoring in some area of business administration, and for managers seeking to improve the company image and service to customers through improved management of customer records. The course will not transfer.

***General Course Objectives***

Knowledge:

- File and retrieve records using alphabetic, numeric, geographic, and subject filing systems.
- Learn the importance of a complete records management plan.
- Develop disaster plans to safeguard and back up records.
- Learn improved electronic media storage guidelines.

Critical Thinking:

- Evaluate the variety of filing systems and equipment to ensure economical but effective purchase of records management office equipment and supplies.
- Decide which method of filing system(s) will work best in a variety of business situations.

Academic Skills:

- Improve alphabetic and numeric ordering.
- Develop proofreading skills.

Cultural Awareness:

- Understand how filing systems can be adapted for diverse filenames and international customers, clients, or projects.

***Required Text***

*Records Management*, 7<sup>th</sup> Edition, Read-Smith, Ginn & Kallaus.  
Publisher: South-Western Publishing.

***Instructional Activities***

- Textbook reading, textbook assignments, and supplementary work
- Limited amount of time in the computer lab to complete assigned software projects and to do necessary research for several assignments
- Field trips to local business and industry offices to learn about their records systems (transportation will be provided, if needed)

***Topics Covered***

- Importance of Records Management
- Alphabetic Storage and Retrieval
- Subject, Numeric and Geographic Storage and Retrieval
- Electronic Records Management
- Records Control
- Career Opportunities

***Required Assessment***

- Written exams on textbook topics and class discussion
- Hands-on exams in filing procedures and methods