

## Computer Information Department Course Outline

### OSIM 2303 ELECTRONIC RECORDS MANAGEMENT (On Demand)

#### ***Catalog Description***

This course combines specific concepts of electronic 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 Computer Information OR CISM 1603 Word/Information Processing,  
And CISM 1403-Database Management (ACCESS)

#### ***Credit Hours/Contact Hours/Load Hours***

3/3/3

#### ***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.

OSIM 2303 may not transfer to most four-year institutions.

#### ***Student Learning Outcomes***

Students completing this course will:

- File and retrieve records using alphabetic, numeric, geographic, and subject filing systems.
- Define the importance of a complete records management plan.
- Develop disaster plans to safeguard and back up records.
- Demonstrate improved electronic media storage guidelines.
- Evaluate the variety of filing systems and equipment to ensure economical but effective purchase of records management office equipment and supplies.
- Demonstrate which method of filing system(s) will work best in a variety of business situations.
- Improve alphabetic and numeric ordering.
- Develop proofreading skills.
- Identify the how filing systems can be adapted for diverse filenames and international customers, clients, or projects.

#### ***Topics***

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

## ***Forms of Assessment***

Written exams on textbook topics and class discussion

Hands-on exams in filing procedures and methods

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