San Bernardino Valley College
Curriculum Approved: February 2, 2004
Last Updated: January 2004

I. CATALOG DESCRIPTION:
    A.   Department Information:
            Department: Computer Information Technology
            Division: Business & Information Technology
            Course ID: CIT 030
            Course Title: Records and Database Management
            Units: 3
            Lecture: 3 hours
            Laboratory: None
            Prerequisite: None

    B.   Catalog and Schedule Descriptions:
            The course provides an introduction to manual and computerized filing systems. The principles governing records storage, and how to locate when needed, and how to apply the criteria for determining their disposition or retention are thoroughly explored. (Formerly OIS 130)

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: One.

III. EXPECTED OUTCOMES FOR STUDENTS
    Upon successful completion of the course the student should be able to:
    A.   apply the principles of records management
    B.   distinguish between the various records management systems
    C.   solve and control records management problems
    D.   use electronic databases

IV. CONTENT
    A.   The Field of Records Management
            1. Records management in review
    B.   Alphabetic Storage and Retrieval
            1. Alphabetic indexing rules
            2. Alphabetic indexing rules for computer applications
            3. Alphabetic records storage
            4. Records retention, retrieval, and transfer
    C.   Subject, Numeric, and Geographic Storage and Retrieval
            1. Subject records storage
            2. Numeric records storage
            3. Geographic records storage
    D.   Records Management Technology
            1. Electronic records systems
            2. Image records
    E.   Records Control

V. METHODS OF INSTRUCTION:
    A.   Lecture
    B.   Discussion
    C.   Small group discussion
    D.   Independent practice
    E.   Individual research project

VI. TYPICAL ASSIGNMENTS
    A.   Reading
            1. Read chapter on Planning and Developing a Database; be prepared to compare an electronic bulletin board system with an on-line service.

      B.   Writing, critical thinking or performance.
         1. An Associated Press newspaper release reported that "Every time a patient visits a doctor, it generates seven to ten pieces of paper—even in this age of computer enlightenment." Your group project is to investigate whether or not the problem exists in your locality. Then make a series of recommendations as a result of your analysis of paperwork overload in the medical field. Address this question in a written or oral report: What can be done to streamline the administration of health services and medical insurance benefits?

VII.   EVALUATION(S)
    A.   Methods of Evaluation
        1. Examinations: objective and short essay
          a.   Typical examination question:
            1.   Explain why ethical business management is in the best interest of the organization.
            2.   What are two reasons for carefully studying system architecture before purchasing an automated records management system?
    B.   Frequency of Evaluation
        1 End of chapter quizzes
        2. Three unit tests
        3. Four to six workbook projects
        4. Final examination

VIII.   TYPICAL TEXT(S)
Read-Smith, Judy and Kallus, Norman F. Records Management, 7th ed. Cincinnati, OH South-Western, 2002.
Stewart, Jeffrey R. and Melesco Nancy M. Professional Records and Information Management, 2nd ed. Woodland Hills, CA: Glencoe/McGraw-Hill, 2002.
Stewart, Jeffrey R. and Melesco Nancy M. Filing and Computer Database Projects, Woodland Hills, CA: Glencoe/McGraw-Hill, 2002.
West, Debbie. Records Management. St. Paul, MN: EMC Paradigm, 2002.

IX.   OTHER SUPPLIES REQUIRED OF STUDENTS
Zip disk