

COURSE MAM2080: RECORDS MANAGEMENT 1

Level:	Intermediate
Theme:	Information Management Systems and Strategies
Prerequisite:	None
Description:	Students demonstrate basic records management skills for a manual records system, emphasizing alphabetic coding procedures.

Parameters: Access to a computer workstation with database software, if completing this course electronically.

Curriculum and Assessment Standards

General Outcomes	Assessment Criteria and Conditions	Suggested Emphasis
<p><i>The student will:</i></p> <ul style="list-style-type: none"> identify and describe basic filing/records management concepts demonstrate ability to organize and use an alphabetic filing/records management system 	<p><i>Assessment of student achievement should be based on:</i></p> <ul style="list-style-type: none"> a concept test consisting of questions related to planning and organizing a filing/records management system manually or electronically and creating and/or using a manual or electronic alphabetic records management system. <p><i>Assessment Tool</i> <i>Sample Test Items:</i> Pitman Office Handbook Workbook, pp. 148–150 or sample activity p. 151, or Quick Filing Practice Teacher’s Manual, Quiz 1 – 4, pp. 17–23</p> <p><i>Standard</i> <i>Rating of 65% or higher on concept test</i></p>	30
	<ul style="list-style-type: none"> a records management project (manual or electronic) consisting of: <ul style="list-style-type: none"> organizing a system for alphabetic records indexing records cross-referencing records using the system to store, retrieve and/or manipulate records. <p><i>Assessment Tool</i> <i>Assessment Guide:</i> Records Management Project (MAM2080–1)</p> <p><i>Standard</i> <i>Rating of 1 in each applicable task with 65% accuracy</i></p>	60

COURSE MAM2080: RECORDS MANAGEMENT 1 (continued)

Concept	Specific Outcomes	Notes
Records Management Basics (continued)	<p><i>The student should:</i></p> <ul style="list-style-type: none"> • analyze appropriate procedures to create a records management system: <ul style="list-style-type: none"> – objectives and goals – assessment of system needed (types of information to be stored, best format for storing information): <ul style="list-style-type: none"> • centralized or decentralized • manual or electronic • filing method – procedures for using the system (what records to keep, who will keep them, where to store records before filing, when to file, when to purge). 	<p>The purpose of keeping records, establishing filing/record storage systems.</p>
Organizing an Alphabetic Filing/Records Management System	<ul style="list-style-type: none"> • identify records that are managed alphabetically • research the steps to be completed when filing (inspecting, indexing, sorting, coding and storing) • describe the function of cross-referencing • practise using the rules for alphabetic filing by indexing a variety of records and filing them • identify and describe filing equipment and supplies necessary to create and maintain an efficient manual filing system. 	<p>If using a filing practice set, laminate indexing cards and correspondence. Students can use soluble felts for indexing and wipe them clean for reuse after tasks have been completed.</p>
Storing and Monitoring Alphabetic Records	<ul style="list-style-type: none"> • store new data or records in a filing/records management system • retrieve records from a manual filing system • analyze strategies to prevent records from being misfiled or managed. 	
Career Exploration	<ul style="list-style-type: none"> • analyze a variety of career opportunities related to records management • identify personal interests, talents and experiences as they relate to careers in records management. 	<p>Define key terms related to career path/ladders, entry-level positions, mid-management, management positions.</p>

