

COURSE MAM3090: RECORDS MANAGEMENT 2**Level:** Advanced**Theme:** Information Management Systems and Strategies**Prerequisites:** MAM2080 Records Management 1
INF1050 Database 1**Description:** Students describe the advantages of an automated records system. Numeric, subject and geographic coding are emphasized.**Parameters:** Access to a computer workstation and database software.**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 electronic records management concepts 	<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: <ul style="list-style-type: none"> – basic electronic records management systems – subject, numeric and geographical record systems. <p><i>Assessment Tool</i> <i>Sample Test Items: Pitman Office Handbook Workbook, pp. 151–153, on the job activities or Quick Filing Practice Teachers Manual, Quiz 5,6,7,8 and Final Test, pp. 25–35.</i></p> <p><i>Standard</i> <i>Rating of 80% or higher on concept test</i></p>	20
	<ul style="list-style-type: none"> • demonstrate ability to plan, create and use two of the following electronic records management systems: <ul style="list-style-type: none"> – numeric – subject – geographic 	<ul style="list-style-type: none"> • an electronic records management project consisting of numeric, subject and geographic data: <ul style="list-style-type: none"> – choose records to be managed electronically – identify users of system – plan and organize the system – create the records management systems – use the system to store, retrieve, edit and manipulate records – prepare reports (alphabetic, numeric, subject and geographical) from the system. – recommend ways to improve system. <p><i>Assessment Tool</i> <i>Assessment Task: Records Management Project (MAM3090–1)</i> <i>Records Management Planning Sheet (MAM3090–2)</i></p> <p><i>Standard</i> <i>Rating of 2 in each applicable task with 80% accuracy</i></p>

COURSE MAM3090: RECORDS MANAGEMENT 2 (continued)

General Outcomes	Assessment Criteria and Conditions	Suggested Emphasis
<p><i>The student will:</i></p> <ul style="list-style-type: none"> demonstrate basic competencies. 	<p><i>Assessment of student achievement should be based on:</i></p> <ul style="list-style-type: none"> observations of individual effort and interpersonal interaction during the learning process. <p><i>Assessment Tool</i> <i>Basic Competencies Reference Guide and any assessment tools noted above.</i></p>	<p>Integrated throughout</p>

Concept	Specific Outcomes	Notes
<p>Planning and Organizing Electronic Records</p>	<p><i>The student should:</i></p> <ul style="list-style-type: none"> describe and give examples of automated records systems describe the advantages of the automated records systems over manual systems research safety and security procedures of automated records describe the process known as micrographics research the types of microfilm and their uses <ul style="list-style-type: none"> roll film microfiche microfilm jacket aperture cards identify and describe electronic equipment and supplies necessary to create and maintain an efficient electronic records management system differentiate between ROM and RAM when creating an electronic records management system. 	<p>Working knowledge of database software package may require additional time if the student's software skills are not efficient (see Information Processing Database 1, 2 [INF1050, INF2070]).</p>

COURSE MAM3090: RECORDS MANAGEMENT 2 (continued)

Concept	Specific Outcomes	Notes
<p>Creating a Subject Records Management System</p>	<p><i>The student should:</i></p> <ul style="list-style-type: none"> • identify records that are or should be managed by subject • explain the advantages and disadvantages of subject storage • describe the standard arrangements for subject storage: <ul style="list-style-type: none"> – straight dictionary arrangement – encyclopedic arrangement • create a subject records management system • practise using the rules for subject filing by indexing, coding and storing a variety of records. 	<p>Students can prepare a manual for reference—coding rules.</p>
<p>Creating a Numeric Records Management System</p>	<ul style="list-style-type: none"> • identify records that are or should be managed by number • explain the advantages and disadvantages of numeric storage • describe numeric storage methods: <ul style="list-style-type: none"> – consecutive numbering methods – non-consecutive numbering or terminal digit methods • explain the differences between consecutive and non-consecutive numeric record storage • describe how records can be stored chronologically • create a numeric records management system • practise using the rules for numeric filing by indexing, coding and storing a variety of records. 	

COURSE MAM3090: RECORDS MANAGEMENT 2 (continued)

Concept	Specific Outcomes	Notes
<p>Creating a Geographic Records Management System</p>	<p><i>The student should:</i></p> <ul style="list-style-type: none"> • identify records that are or should be managed by geographic location • explain the advantages and disadvantages of geographic storage • explain the differences and similarities between geographical and alphabetic methods • create a geographic records management system • practise using the rules for geographic filing by indexing, code and store a variety of records. 	
<p>Storing and Monitoring Records Management Systems</p>	<p>For each records management system created (subject, numeric, and geographical):</p> <ul style="list-style-type: none"> • store new data or records • retrieve data or records • sort and/or query records • create a report • manipulate and edit records • analyze strategies to prevent records from being mismanaged. 	