

Instructor Contact Information

Records Management 205 Fully Online

Benay Berl

Instructor
City College
1313 Park Blvd, San Diego, CA 92101
bberl@sdccd.edu

Textbook and Course Material Requirements

Records Management, Eighth Edition, Read, Ginn: SouthWestern Publishing; ISBN 0-538-97448-6. You may purchase your textbook at the College bookstore or

Purchase Textbooks Online at the [SDCCD Online Bookstore](#)

Hardware and Software Requirements

Hardware and Software:

To successfully complete this online course, you will be required to meet the minimum hardware and software requirements. [View Hardware and Software Requirements.](#)

Internet Browser:

You must use a supported Internet browser in order to successfully work in WebCT, the online course management system for this course. To see a list of supported Internet browsers, [click here.](#)

Course Description

This course covers the fundamentals of Records Management including the principles of indexing and filing; the major filing systems the role of records management and the records manager in the information industry; selection of systems, equipment, and supplies; design, control and maintenance of a records center and investigates the complexities of managing electronic records.

Course Objectives

- Describe how records are classified and used in an office
- Understand relevant legislation that affects records management
- Use indexing rules in alphabetic storage of names, index, code, and arrange personal and business names filing and determine how databases can be used in records management
- Identify the basic types of equipment and supplies for records storage and identify considerations for selecting storage equipment and supplies
- Understand the use of a records retention schedule, transfer, and retrieval, and examine record center procedures.
- Define numeric records management and compare consecutive, terminal digit, chronological and alphanumeric coding
- Understand information management programs and careers in records management

Course Specific Information

You are required to complete the assignment for each week of the semester. Assignments can have several activities, including reading, writing, reports, quizzes and communications (email & discussion.)

There is a mid term project and a final project to complete. The mid term assignment is due at the end of the 8th week of semester. The Final Project is a four part project, with each part due during a specific week during the semester. Due dates are posted on calendar.

The Final Project has four parts. The first three parts are due during posted weeks throughout the semester, and the fourth part is due the last week of the semester. In past semesters, students have commented that the projects are good learning experiences, as well as interesting to complete, and for many they are preferable to multiple choice exams.

Application and Registration Information

REGISTRATION DIRECTIONS:

1. Complete Online Application (for new SDCCD students). Go to [Student Web Services](#)
2. Receive registration appointment and instructions by email or mail.
3. Register online at the [Reg-e](#), our online registration system
4. Make sure that you pay your tuition so that you don't lose your registration!
[Tuition and Fees Information](#).
5. Order textbooks online. Visit our [online bookstore](#).
6. After completion of registration on [Reg-e](#), and several days prior to the start of the semester, you will receive an email with course login instructions. If you don't receive an email please go to <http://www.sdccdonline.net> and login on the first day of class as follows:
Type your WebCT ID = **7-digit College Student Identification (CSID) number**
Type your Password = **mmddyymm** (birthdate with no hyphens, slashes, or spaces)
For example: **1010101 (CSID number used at registration)**
06231980 (password for birthdate June 23, 1980)
7. If this course is closed, please login to [Reg-e](#) to be placed on a waitlist. If the waitlist is full, you will not be able to add your name to the waitlist.

You will not be able to login to your online course until the first day of the semester!!!

You must login to your online course on the first day of the session to avoid your enrollment being dropped. Follow the login instructions at <http://www.sdccdonline.net/login.htm>