

Instructor Contact Information

**CBTE 206 Electronic Records Management
Fully Online**

(Note: Fully Online = no oncampus meetings or exams)

Benay Berl

Instructor

San Diego City College

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Do not use college phone system

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Textbook and Course Material Requirements

Professional Records and Information Management, 2nd edition; Jeffrey Stewart & Nancy Melosco; Glencoe McGraw Hill Publishers; ISBN # 0-07-822-779-8.

Microsoft Access 2007 software is required for a portion of the semester.

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 is about electronic records management. It explores how the increased use of electronic devices to create, receive and store documents has changed the field of records management.

Course Objectives

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Upon successful completion of the course, the student will be able to:

- Define the meaning of records and information management.
- Include electronic documents in a records inventory and retention schedule.
- Understand relevant legislation that affects records management
- Prepare a file plan for paper and electronic records.
- Identify the strategies for electronic record keeping, migration, backup, and offline storage technologies
- Explore the need for disaster recovery and the correct strategies for implementation.
- Identify legal and ethical issues related to electronic business practices and website maintenance.
- Create a database design using Microsoft Access.

Course Specific Information

SYLLABUS

SCHEDULE – Lessons are arranged in modules. Each module consists of several activities. Included are a reading assignment, written assignment, discussion, and short quiz.

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 = **mmddyyyy** (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>