

San Diego City College Records Management Courses

Information on How to Register for Courses at City College

Go to the San Diego Community College District (SDCCD) website

<http://sdccd.edu/index.shtml>

Click on the link to City College (top of page), then look at the listings on the left side of the screen (in yellow).

Click on the first link "Academic Programs" then scroll down to the "C" listings.

Click on "Computer Business Technology."

Here is the link to the City College catalog, course description for the Computer Business Technology (CBT) department. Scroll down until you see the section titled "Courses" and you will see 205 Records Management. 206 Electronic Records Management is offered, but not listed until the next catalog is printed, probably this Fall.

<http://www.sdccity.edu/catalog/ComputerBusinessTechnologyCity2006-2007.pdf>

Here is the official description of 205 Records Management that appears in the college catalog.

205 Records Management

3 hours lecture, 3 units

Grade Only

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Computer Business Technology 103 and 111, each with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Office Information Systems 157.

This course is designed to prepare students for employment in the field of Information Management Technology. The course covers the fundamentals of Records Management including the principles of indexing and filing; the major filing systems, alphabetical, numerical, subject, and geographic; the role of the 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 provides experience in using the computer to manage records. This course or sections of this course may be offered through distance education. (FT) Associate Degree

Credit & transfer to CSU and/or private colleges and Universities

Here is the official description of 206 Electronic Records Management that should appear in the next issue of the catalog.

206 Electronic Records Management

3 hours lecture, 3 units

Grade Only

Advisory: English 51 and English 56, each with a grade of "C: or better, or equivalent, or Assessment Skill Levels W5 and R5; and 205 Records Management with a grade of "C" or better.

This course provides an introduction to electronic document management. It explores how the increased use of electronic devices to create and store documents has impacted the field of Records & Information Management. Various methods of creation, retrieval, and storage\database design are examined. Technological issues for disaster recovery, back-up systems, as well as legal requirements for electronically stored public records are examined from the RIM and IT perspective.

Here are the links to register for school

<http://sdccd.edu/index.shtml>

Look at the listings on the left side of your screen

Choose "Student Web Services"

Click on "Apply Online."

This will take you step by step through the registration process. You must complete this process prior to registering for courses

Here are the links to register for courses

<http://sdccd.edu/index.shtml>

Look at the listings on the left side of your screen

Choose "Student Web Services"

Click on "Class Schedule"

At the top of your screen are criteria for finding the courses you want

Term = Fall 09

Days = any

Location = All

College = City

Start Time = any

Session = all

Subject = Computer Business Technology

Course = all

Limit search to = check mark in box for "fully online."

This will bring you to the online courses offered by the CBTE department

You want

CBTE 205 Records Management 3.0 units

CRN#71292

City Web

Berl, B

Start 8/24 – 12/19

And\Or

CBTE 206 Electronic Records Management 3.0 units

CRN# 85820

City Web

Berl, B

Start 8/24 – 12/19