COURSE SYLLABUS

I. COURSE TITLE
Management of Documents and Databases

Course number
OMSY 2060

Credits
Four (4) credits

II. COURSE DESCRIPTION
Discussion of the different systems of receiving, classifying, processing, control, filing, and disposition of documents. Emphasis on the theory and concepts related with manual, mechanical and automated systems of handling and locating documents in their administration. Application of skills in the use of a database program under the environment of Windows.

Prerequisite: OMSY 1101. 4 credits

This course will be offered as a Distance Learning Course.

III. OBJECTIVES

1. Apply the terminology concerning records management, handling of information and control of documents.

2. Analyze the need for establishing an effective records management system.

3. Analyze the systems that can be established in offices to classify, process, store, maintain and protect documents.

4. Identify the office supplies and equipment available in the market for the management of documents in the modern office.

5. Study the laws that regulate the privacy and legality of records management and document conservation.

6. Use a database software as an instrument in records management.

7. Demonstrate attitudes and work habits that are desirable in the office personnel.
IV. COURSE CONTENT

Topics:

A. Introduction of records management and its importance.
B. Employment opportunities in the area of records management.
C. Basic aspects of filing systems.
D. Ethics in the management of documents.
E. Laws that regulate records management.
F. Supplies and equipment used in the management of records.
G. Rules for coding and alphabetizing names of individuals.
H. Rules for coding and alphabetizing names of business firms, institutions and government agencies..
I. Records management using database software.
J. Alphabetic System
K. Numeric System
L. Subject System
M. Geographic System
N. Control, transfer, retention y disposition of documents
Ñ. Create electronic folders using the Windows Explorer directory.
   1. create, copy, move and delete folders.
   2. create, copy, move and delete documents inside the folders.
O. Databases (15 hours minimum)
   1. Plan the structure for the database
   2. Design a database
   3. Keyboard the records
   4. Edit tables
   5. Print tables
   6. Produce and print tables, reports, queries and forms

V. SUGGESTED ACTIVITIES

A. Conferences
B. Demonstrations
C. Special Assignments
D. Investigation of filing systems used in offices.
E. Analyzing articles concerning records management and databases.
F. Investigation about equipment and supplies used in the office for records management.
G. Web searching
H. Other
VI. EVALUATION

The following evaluation criteria is recommended as evidence of the achievement of the course objectives. Nevertheless, the professor may use those assessment criteria that she/he may deem necessary.

A. Formal Tests                              60%
B. Database Lab                              15%
C. Special Project                           15%
   (interview, investigation, portfolio, personal file)
D. Assignments y Short tests                 10%

VII. SPECIAL NOTES

A. Special Accommodations

Students who require special accommodations must request these services at the beginning of the course as soon as they notice that they need help. Students can access this service with Professor Jose Rodriguez, Coordinator of Students with Special Needs at the Guidance and Counseling Office on the first floor at Metro’s Student Center.

B. Plagiarism

Plagiarism, dishonesty, fraud and any other type of manipulation or inappropriate behavior related with academic performance are unacceptable in our institution. Disciplinary actions will be taken on students found guilty of such practice as established in Chapter V, Article 1, Section B.2 of the Student’s Rules and Regulations handbook.


Inter American University has very strict regulations regarding plagiarism (using the ideas or words of others without giving proper credit), so it is important that you specifically read Chapter 5, Article 1, Section B.2c of the Student’ Rules and Regulations Handbook. This section clearly explains what plagiarism is. In addition, it explains the types of sanctions students are exposed to when they commit it.

C. Use of Electronic Devices

Cellular (mobile) telephones and any other electronic device that could interrupt the teaching-learning process or disrupt a milieu favorable for academic excellence will be deactivated. Critical situations will be dealt with
in an appropriate manner. The use of electronic devices that permit the accessing, storing or sending of data during tests or examinations is prohibited.

VIII. EDUCATIONAL RESOURCES

Suggested Text

Correa, Carmen M. y Díaz-Colón Abigaíl, Administración de Documentos: Enfoque manual y electrónico,

IX. BIBLIOGRAPHY

Each Campus will keep up-to-date bibliographic references. The student may use the books by interlibrary loans. The following are other suggested bibliographic references that may be used for this course:

ISBN 978 0538798499


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