

UNIVERSITY COLLEGE OF THE FRASER VALLEY

COURSE INFORMATION

DISCIPLINE/DEPARTMENT: Library and Information Technology Program **IMPLEMENTATION:** Sept. 1, 1996

Revised:

LIBT 260	Automated Records Management	3
SUBJECT/NUMBER OF COURSE	DESCRIPTIVE TITLE	UCFV CREDITS

CALENDAR DESCRIPTION: Automated systems for managing records are taught in this course, along with creation and use of forms for specific purposes in the computerized environment. Here students will be introduced to use of magnetic and optical media for records storage and retrieval and will practise written, oral and electronic communication skills. Students will use word processing, spreadsheet and database programs for simulation of records management tasks. Items classified using ARCS/ORCS will be entered into a database. Includes a computer lab.

RATIONALE: This course has been designed to follow LIBT 250 (Records Management) as it deals with the automation of many of the procedures taught in LIBT 250. It also teaches management of automated records such as various text-based computer files, CD-ROM based data, images and other magnetic media. Successful completion of CIS 100 forms the basis of computer work in this course.

COURSE PREREQUISITES: LIBT 250, CIS 100

COURSE COREQUISITES:

HOURS PER TERM FOR EACH STUDENT	Lecture	40	hrs		Student Directed Learning	
	Laboratory	20		hrs	Other - specify:	hrs
	Seminar			hrs		
	Field Experience			hrs		
					<hr/>	hrs
					TOTAL	60 HRS

MAXIMUM ENROLMENT: 25

Is transfer credit requested? Yes No

AUTHORIZATION SIGNATURES:

Course Designer(s): Pat Sifton/Kim Isaac

Chairperson: N/A
- **Curriculum Committee**

Department Head: Pat Sifton

Dean: (W.R. Bate)

PAC: Approval in Principle _____
(Date)

PAC: Final Approval: May 3, 1995
(Date)

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SYNONYMOUS COURSES:

(a) replaces N/A
 (course #)

(b) cannot take N/A for further credit
 (course #)

SUPPLIES/MATERIALS:

Use of 15-station computer lab on Novell network, with database software such as dBASE III or IV or Microsoft ACCESS, word processing software such as WordPerfect or Word, spreadsheet software such as Quarto or EXCEL, forms management software, laser printers, a scanner and telecommunication equipment.

TEXTBOOKS, REFERENCES, MATERIALS (List reading resources elsewhere)

Ricks, Betty R., Ann J. Swafford, Kay E. Gow. Information and image management : a records systems approach 3rd ed. South-Western Publishing Co., 1992. ISBN: 0-538-70068-8

Dewire, Swana Travis. Text management. McGraw-Hill, 1994.
ISBN: 0-07-016731-1

OBJECTIVES:

By the end of the semester, students will have a good understanding of the following:

- Principles and practices in an automated records management system.
- Automated systems for handling records.
- Storage and retrieval of automated records.
- Use of CD-ROM and imaging media for storage
- Creating forms and indexing systems for records management.
- Communicating process and procedures to other employees

METHODS:

Various teaching methods will be used, including lectures, demonstrations, guest lectures, case studies, films and videos. Includes a hands-on computer lab period in each class.

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STUDENT EVALUATION PROCEDURE:

Written assignments	20%
Projects	20%
Oral reports, demonstrations	10%
Mid-term and final exams	50%

COURSE CONTENT

- Understand the principles and practices of an effective automated records system.
- Practise skills in good communications in an office environment.
- Understand the functions of a database management system.
- Practise using database management software.
- Use telecommunications for communication, storage and retrieval.
- Develop an integrated system for automated records management.
- Practise indexing for information retrieval in an automated system.
- Learn standard procedures for labelling, storing and ensuring the integrity and security of automated information.
- Create forms for an automated system.
- Develop policies and procedures for records management.
- Create procedures manuals for operations.