1. COURSE PREFIX NUMBER: AST 137  
   CREDIT HOURS: 3

2. COURSE TITLE: Records Management

3. PREREQUISITES: None

4. COURSE DESCRIPTION: Teaches filing and records management procedures for hard copy, electronic, and micrographic systems. Identifies equipment, supplies, and solutions to records management problems. Lecture 3 hours per week.

5. CONTENT: (Major Headings)
   a. A combination of lectures, discussions, and demonstrations will be used for presenting materials to students.
   b. Students will complete a set of practice materials in order to obtain a working knowledge of filing procedures.
   c. A portion of each class will be devoted to laboratory, during which time the students will acquire hands-on experience in electronic records management.

6. GENERAL COURSE OBJECTIVES:

   Upon successful completion of the course, the student will be able to:
   a. distinguish between filing and records management.
   b. define the difference between hard copy, electronic, and micrographic system.
   c. index, code, and cross-reference in all systems.
   d. know the characteristics of records retrieval, retention, transfer and storage.
   e. select appropriate equipment and supplies for various materials to be filed or stored.
   f. list the life cycle of a business record and the importance of each step.
   g. develop a familiarity with MicroAge and electronic records.