

**INTER AMERICAN UNIVERSITY OF PUERTO RICO
METROPOLITAN CAMPUS
UNDERGRADUATE DEPARTMENT
OFFICE SYSTEMS MANAGEMENT PROGRAM**

SYLLABUS

I. GENERAL INFORMATION

Course Title : Administration of Documents and Databases
Code and Number : OMSY 2060
Credits : Four (4)
Academic Term :
Instructor :
Office Location and :
Hours
Office Telephone : 787 2501912 x2384
E-mail :

II. DESCRIPTION

Discussion of the different systems of receiving, classifying, processing, control, filing, and disposition of documents. 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 electronic database program. Requires 60 hours of lecture-lab. Prerequisite: OMSY 1101

III. PROGRAM LEARNING OUTCOMES

IV. OBJECTIVES

It is expected that upon completing the course, the student should be able to:

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.

V. 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

VI. LEARNING 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

VII. 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 (interview, investigation, portfolio, personal file)	15%
D. Assignments y Short tests	10%

VIII. SPECIAL NOTES**A. Auxiliary services or special needs**

All students who require auxiliary services or special assistance must request them at the beginning of the course or as soon as they become aware that they need them, through the corresponding registry, in the Office of the Coordinator of services for students with disabilities, Dr. María de los Ángeles Cabello. She is located in the Counseling and Counseling Program, office 111, on the first floor of the John Will Harris building, extension 2306

B. Honesty, fraud and plagiarism

Dishonesty, fraud, plagiarism and any other inappropriate behavior in relation to academic work constitutes major infractions sanctioned by the General Student Regulations. The major infractions, as stated in the General Student Regulations, may have as a consequence, suspension from the University for a definite period greater than one year or the permanent expulsion from the University, among other sanctions.

C. Use of electronic devices

Cellular telephones and any other electronic device that could interrupt the teaching and learning processes or alter the environment leading to academic excellence will be deactivated. Any urgent situation will be dealt with, as appropriate. The handling of electronic devices that allow students to access, store or send data during evaluations or examinations is prohibited.

D. Compliance with the Provisions of Title IX

The Federal Higher Education Act, as amended, prohibits discrimination because of sex in any academic, educational, extracurricular, and athletic activity or in any other program or function, sponsored or controlled by a higher education institution, whether or not it is conducted within or outside the property of the institution, if the institution receives federal funds.

In harmony with the current federal regulation, in our academic unit an Assistant Coordinator of Title IX has been designated to offer assistance and orientation in relation to any alleged incident constituting discrimination because of sex or gender, sexual harassment or sexual aggression. The Assistant Coordinator, Mr. George Rivera who can be reached by phone at 787 250-1912, extension 2147 or by e-mail, at griverar@metro.inter.edu

The Normative Document titled **Norms and Procedures to Deal with Alleged Violations of the Provisions of Title IX** is the document that contains the institutional rules to direct any complaint that appears to be this type of allegation. This document is available in the Web site of Inter American University of Puerto Rico (www.inter.edu)

IX. EDUCATIONAL RESOURCES

Suggested Text

Correa, Carmen M. y Díaz-Colón Abigaíl, Administración de Documentos: Sistemas de Archivo Manual y Electrónico, Mc Graw Hill, 2019.

X. BIBLIOGRAPHY (OR REFERENCES)

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:

Alexander Michael & Kusleika, Richard. (2015). *Access 2016 Bible*. Wiley.

Read Judith & Ginn, Mary Lea. (2016). *Records Management*. Cengage Learning.

Stroman, J. (2014). *Administrative Assistant's and Secretary's Handbook*. New York: American Management Association.

Rev.: August 2021