

# Common Course Outline

OFAD 162

Records Management

1 Credit

## The Community College of Baltimore County

### Description

Records Management

Combines theory and computerized database applications to provide a working knowledge of basic filing rules; covers the basics of alphabetic, numeric, and subject filing; and introduces electronic filing through the use of a computerized database.

### Overall Course Objectives

Upon completion of this course, students will be able to:

- ∃ apply the 12 rules of alphabetic indexing based on the Association of Records Managers and Administrators rules
- ∃ use a database filing program to open a data file; add, delete, and edit file records; sort records; save and delete files; develop formulas to calculate numeric data fields; and print reports and labels

### Major Topics

- A. Learn the twelve basic indexing rules
- B. Index records
- C. Arrange Files
- D. Database Electronic Filing System

### Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following: You will be responsible for all material covered in the learning activities packet. The final grade will be determined by instructor evaluation of daily work and the scores earned, tests, quizzes, and a final examination. The percentages for calculating your final grade are as follows:

Tests and Quizzes	50%
Daily Work	30%
Final Exam	20%

### Other Course Information

This is a self-paced course where consistent attendance is mandatory to complete it within a semester's time frame. You are expected to attend class at the times selected during registration. If you miss a class, schedule a make-up time. If you fall behind, it may be necessary for you to schedule additional class time.