

Course Outline
OFAD 215
Records Management Procedures
2 Semester Hours

The Community College of Baltimore County

Description

Records Management Procedures

Teaches the basic principles and procedures of managing business files; covers the use of data management software to retrieve and sort data and to generate reports.

Prerequisite: CINS 101 or OFAD 160. Corequisite: RDNG 052 or LVR2

Overall Course Objectives.

Upon completion of this course the student will be able to:

1. File materials alphabetically by using alphabetic filing principles and procedures.
2. File materials by subject using subject filing principles and procedures.
3. File materials numerically by using numeric filing principles and procedures.
4. File materials geographically by using geographic filing principles and procedures.
5. Requisition and charge out filed materials.
6. Transfer, store and dispose of records.
7. Become familiar with the purpose and function of an electronic data management system.
8. Understand the concept of a database.
9. Develop an understanding of the operation, characteristics, and uses of a data management system.
10. Utilize database management software to perform electronic data management activities.

Major Topics

1. Alphabetic indexing rules
2. Indexing business names
3. Indexing government names
4. Cross referencing
5. Follow up methods
6. Handling inactive files
7. Subject indexing rules
8. Numeric indexing rules
9. Geographic indexing rules
10. Working with databases

Course Requirements

Final grades will be computed as follows:

<u>Evaluation</u>	<u>Point Value</u>
Examinations (3)	600
Filing Jobs	0
Textbook Assignments	<u>0</u>
	600

Final letter grades (based on total points earned) will be awarded as follows:

540 – 600 = A

480 – 539 = B

420 – 479 = C

360 – 419 = D

Below 360 = F

Other Course Information