

# COURSE OUTLINE

## BMGT-102 Records Management 3 Semester Hours

### HOWARD COMMUNITY COLLEGE

#### Description

After successful completion of this course, the student will be able to store, control, set retention schedules, transfer and dispose of records in a business office. Through the use of a realistic practice set, the student will be able to correctly set up and control the four basic types of paper records storage systems—alphabetic, numeric, subject, and geographic. The student will learn how to use Microsoft Access to create, use and revise databases. (3 hours weekly)

#### Overall Course Objectives

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

1. Apply ARMA indexing rules for coding records for paper and computer storage.
2. Set up and control a simulated:
  - a. alphabetic card and correspondence file.
  - b. numeric card and correspondence file.
  - c. geographic card and correspondence file.
  - d. subject correspondence file.
3. Select the proper equipment and supplies for various storage systems.
4. File and find materials with a maximum of efficiency.
5. Set up a correspondence retrieval system.
6. Create appropriate retention schedules.
7. Prepare names to be entered as a database in a computer.
8. Use database software to create, use and revise simple databases.
9. Identify current storage devices/media.

## **Major Topics**

1. Basic Principles and Procedures of Records and Database Management
2. Alphabetic Indexing
3. Using Manual and Computerized Systems
4. Methods of Records Storage
  - a. Alphabetic System
  - b. Numeric System
  - c. Geographic System
  - d. Subject System
5. Records and Database Control, Retention, Equipment, and Supplies
6. Current Storage Devices and Media
7. Records System Analysis, Design, and Management

## **Course Requirements**

**Grading/exams:** Specific assignments and procedures for evaluating student performance in the class (i.e., grading) will be described in the individual class syllabus, but will include the following:

1. Written tests
2. Computer hands-on tests
3. Projects