Department:

Business

Course Description:

This course provides instruction on how to manage records in an office setting. The course will cover methods of filing, including alphabetic, numeric, geographic, subject, and chronological, as well as cross-referencing and procedures for using requisitions, retrievals, charge-outs, and follow-ups. The course will also examine special equipment and supplies, micro-graphics, cycle creation, retention, transfer, and records safety, security, and disposal.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Effectively use various filing procedures and methods.
2. Describe and use requisition, retrieval, charge-out, and follow-up procedures.
3. Use a retention schedule.

Course Content:

- A. Records Management
- B. Alphabetic Indexing Rules 1-4
- C. Alphabetic Indexing Rules 5-8
- D. Alphabetic Indexing rules 9-10
- E. Electronic File Management
- F. Alphabetic Records Management, Equipment, and Procedures
- G. Storing, Retrieving, and Transferring Records
- H. Subject Records Management
- I. Numeric Records Management
- J. Geographic Records Management
- K. Electronic and Image Records
- L. The Records and Information Management Program

Learning Assessment:

Course competencies will be assessed by pre-assessment analysis, unit exams, and a comprehensive final exam.

Instructional Materials:

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students must complete the “Disabilities Self-Identification Form” at this link: https://highlandcc.edu/pages/disability-services.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.