

SOUTHEAST COMMUNITY COLLEGE
BUSINESS DIVISION
Office Professional Program
Revision Date: 8/18/25

I. CATALOG DESCRIPTION

Course Number: OFFT2420
Course Title: Records Management
Prerequisite(s): None

Catalog Description: Introduction to records management. Rules of alphabetic, geographic, numeric, subject, and chronological methods of filing according to the Association of Records Managers and Administrators (ARMA) rules. Utilize Microsoft Access to complete database projects and integration activities.

Credit Hours: 3.0
Class Hours: 45
Lab Hours: 0
Total Contact Hours: 45

II. COURSE OBJECTIVES: *Course will*

- A. Introduce students to records management rules
- B. Introduce students to records management practices and applications
- C. Introduce students to electronic filing
- D. Review the features of Microsoft Access such as creating databases, table, queries, reports, and forms
- E. Review changing properties and joining tables within Microsoft Access
- F. Provide training and practice using raw data to organize information

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES:

A. STUDENT LEARNING OUTCOMES: Student will be able to:

- 1. Manage records through their life cycle following ARMA standards.
- 2. Apply alphabetic, numeric, subject, and geographic filing systems.
- 3. Explain the advantages of color-coded filing.
- 4. Implement record retention, transfer, and disposition procedures.
- 5. Use key records management terminology accurately.
- 6. Organize and maintain effective filing systems.
- 7. Integrate manual filing principles into database management software.
- 8. Develop database files, reports, forms, and queries from provided data.

B. GENERAL EDUCATION LEARNING OUTCOMES

- 1. GELO 6: Career and Life Skills. At the heart of the SCC Core is a philosophy that our graduates will leave SCC with both a well-rounded, broad-based education and a set of skills that will set them up for success and fulfillment in their personal and professional lives.

IV. CONTENT/TOPICAL OUTLINE

- A. Basic records management concepts
- B. Alphabetic indexing rules
- C. Alphabetic filing procedures
- D. Database management software
- E. Numeric filing procedures
- F. Subject filing procedures
- G. Geographic filing procedures
- H. Records retention, transfer, and disposition

V. INSTRUCTIONAL MATERIALS

- A. REQUIRED TEXT DDA: Read/Ginn. Records Management, Tenth Edition. Cengage Learning, 2016.

VI. METHODS OF PRESENTATION/INSTRUCTION

- A. Lecture
- B. Discussion
- C. Application
- D. Demonstration

VII. METHODS OF EVALUATION

A. SCC STANDARD GRADING SCALE POLICY

A+ 95-100	C+ 75-79
A 90-94	C 70-74
B+ 85-89	D+ 65-69
B 80-84	D 60-64
	F Below 60

VIII. SPECIFIC COURSE REQUIREMENTS

- A. Grade Requirement: Student must complete course with minimum course grade of D (60 percent).