



## COURSE SYLLABUS

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**COURSE: OST 184 RECORDS MANAGEMENT**

**HOURS: Lecture: 2 Lab/Shop: 2 Work Exp/Clinical: 0 Credits: 3**

### **COURSE DESCRIPTION:**

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system

**PREREQUISITE(S): NONE**

**COREQUISITE(S): NONE**

### **TEXTBOOK(S) & OTHER SPECIAL REQUIREMENTS:**

Read Judy, and Mary Lea Ginn. Records Management. 10<sup>th</sup> ed. Boston, MA: Cengage 2016.  
ISBN: 9781305119161

### **STUDENT LEARNING OUTCOMES:**

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

1. Apply basic principle procedures of filing and records storage and control.
2. Demonstrate knowledge of alphabetic, numeric, geographic, and subject filing systems through the use of a practice set.
3. Correctly spell and define records management vocabulary.
4. Apply ethical and legal rules and principles related to records management.
5. Correctly index, code, and alphabetize personal and business names.
6. Correctly file correspondence in subject, numeric, and geographic filing systems.
7. Prepare and arrange cross-references for personal and business names.
8. Identify the storage equipment and supplies used for records storage.
9. Explain the advantages and disadvantages of a records system.
10. Explain on-site and off-site storage systems

**\*\*\*Please refer to the online version of the Richmond Community College Program & Course Catalog and the Student Handbook for current academic and general information.**