**Course Description**

Teaches filing and records management procedures for hard copy and electronic systems. Identifies equipment, supplies, and solutions to records management problems. Lecture 3 hours per week.

**General Course Purpose**

This course presents the guidelines for filing as recommended by the Association of Records Managers and Administrators, Intl. (ARMA). This course is designed to make an easy transition to automated filing which follows the same rules. Quotes are used to discuss the value of order and discipline. A two-week internship is included to focus on current records management procedures. This course is designed for new and current employees who require management skills and knowledge.

**Course Prerequisites/Co-requisites**

None

**Course Objectives**

Upon completing the course, the student will be able to:

- Code records for proper preparation for filing
- Master and apply ARMA rules of filing
- Prepare cross-references for cards and letters
- Work with the most common types of office filing: alpha/numeric filing, correspondence filing, numeric filing, and geographic filing
- Demonstrate knowledge and skills of records management
- Demonstrate proficiency in use of database software

**Major Topics to be Included**

- Coding records
- Alphabetic indexing and interfiling of personal, business, organization, institution, and government names
- Alphabetic correspondence filing and date filing
- Subject correspondence filing
- Numeric filing
- Geographic filing
- Databases
- Two-week internship to incorporate real-world case studies