

SYLLABUS
PART I
EDISON STATE COMMUNITY COLLEGE
BUS 131S RECORDS MANAGEMENT
3 CREDIT HOURS

COURSE DESCRIPTION

Introduction to records management including: records organization, evaluation and control, creation and distribution, inactive records, and ARMA filing methods and systems. Manual and electronic database management is included. Prerequisite: CIS 110S. Lab fee.

COURSE GOALS

The student will:

Bloom's Level		Program Outcomes
3	1. Develop an understanding of how records are managed within the context of a business system.	1, 9
2	2. Explain the processes of the records management cycle: collecting, retaining, storing, retrieving, transporting, and disposing of records.	1, 7
3	3. Apply the rules of alphabetic, numeric, subject, and geographic filing according to ARMA guidelines.	1, 7
3	4. Use automated software to organize electronic records according to ARMA guidelines.	7
3	5. Develop a working knowledge of correspondence, business forms, cards, records, and micro-records.	2, 7

CORE VALUES

The Core Values are a set of principles that guide in creating educational programs and environments at Edison State. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce those Core Values whenever appropriate.

TOPIC OUTLINE

1. Overview of Records and Information Management
2. Employment Opportunities/Professional Organizations
3. Legal and Ethical Concerns in Records Management
4. Receipt and Creation of Paper Records
5. Record Indexing and Alphabetizing
 - a. Alphabetic System
 - b. Numeric System
 - c. Subject System
 - d. Geographic System
6. Organization, Retrieval, and Retention of Paper Records
7. Database and Automated Records Management Systems
8. Electronic Files Management
9. Image Technology and Bar-coding
10. Safety, Security, and Disaster Recovery