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 the Association of Records Managers and Administrators (ARMA) filing methods and systems. Manual and electronic database management is included. Prerequisite: CIS 102S or 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