

## Master Syllabus

### BIS 2140 - Records Management

**Division:** Business and Public Services

**Department:** Business Information Systems

**Credit Hour Total:** 2.0

**Lecture Hrs:** 2.0

**Date Revised:** October 2013

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### Course Description:

Alphabetic, numeric and other classification systems will be covered. Records life cycle, equipment and supplies, safety and security and disaster recovery programs; emerging technologies within electronic records management will also be examined.

### General Education Outcomes:

- ❑ Critical Thinking/Problem Solving Competency
- ❑ Computer Literacy Competency
- ❑ Information Literacy Competency
- ❑ Values/Citizenship/Community Competency

### Course Outcomes:

#### Records Information Management (RIM) system equipment and supplies

Identify system equipment and supplies needed for various Records Information Management systems.

**Assessment Method:** Locally developed exams

**Performance Criteria:** Score 75% or higher on quizzes and exams

**Assessment Method:** Simulations

**Performance Criteria:** Score 75% or higher on simulation projects

#### Filing Classification Systems

Analyze business needs to determine appropriate filing classification system to use. Demonstrate understanding of multiple filing classification systems by correctly filing records in each classification system.

**Assessment Method:** Locally developed exams

**Performance Criteria:** Score at least 75% on quizzes and exams

**Assessment Method:** Simulations

**Performance Criteria:** Score at least 75% on simulation projects

#### Maintain safety, security, and confidentiality of records

Examine business needs to determine what safety and security measures are needed to maintain integrity and confidentiality of business records.

**Assessment Method:** Locally developed exams

**Performance Criteria:** Score at least 75% on quizzes and exams

### Outline:

Filing classification systems

Maintain safety, security, and confidentiality of records

Records Information Management (RIM) system equipment and supplies