

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

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
- ▣ Computer Literacy
- ▣ Information Literacy
- ▣ Values/Citizenship/Community

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