COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Records Management
COURSE NUMBER	BUSN 2201
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	52.0401
CREDIT HOURS	1
CONTACT HOURS/WEEK	Class: 1
PREREQUISITES	None
COURSE PLACEMENT	Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION
Rules established by the Association of Records Managers and Administrators (ARMA) are used for alphabetic, geographic, subject, and numeric filing.

Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program

PROGRAM LEARNING OUTCOMES
Office Assistant PLOs
1. Perform basic essential office tasks using a variety of office equipment and technology.
2. Display basic quality written and oral communication skills in a variety of settings.

Administrative Office Professional Certificate PLOs
1. Perform advanced essential office tasks using a variety of office equipment and technology.

TEXTBOOKS
http://kckccbookstore.com/

METHODS OF INSTRUCTION
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels,

conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE
I.   Unit 1 Alphabetic Card Filing
II.   Unit 2 Alphabetic Correspondence Filing
III.   Unit 3 Geographic Filing
IV.   Unit 4 Subject Filing
V.   Unit 5 Numeric Filing

COURSE LEARNING OUTCOMES AND COMPETENCIES
Upon successful completion of this course, the student will:
A. Be able to file using rules established by the ARMA for alphabetic filing.
    1.   Be able to file alphabetically.

B. Be able to file using rules established by the ARMA for geographic filing.
    2.   Be able to file geographically.

C. Be able to file using rules established by the ARMA for geographic filing.
    3.   Be able to file by subject.

D. Be able to file using rules established by the ARMA for geographic filing.
    4.   Be able to file numerically.

E. Be able to use internet features to access the online program.
    5.   Be able to determine internet features to access the online   program..
    6.   Be able to exhibit e-mail skills.
    7.   Be able to demonstrate discussion forum options.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES
Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES
Student Handbook
https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf

College Catalog
https://www.kckcc.edu/academics/catalog/index.html

College Policies and Statements
https://www.kckcc.edu/about/policies-statements/index.html

Accessibility and Accommodations
https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html.