

**Seward County Community College  
Course Syllabus**

- I. **TITLE OF COURSE:** BT1223-Records Management
- II. **COURSE DESCRIPTION:** 3 credit hours lecture.

This course serves as a basic introduction to the increasingly comprehensive field of records management. Principles and practices of effective records management for both manual and automated records systems are emphasized. A manual/computerized simulation allows hands-on instruction in the storing and retrieving of information based upon updated ARMA Simplified Rules. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

- III. **DIVISION/DEPT/PROGRAM MISSION STATEMENT:** The mission of the Administrative Professionals program is consistent with the mission of Seward County Community College/Area Technical School. The program will provide students with quality learning opportunities and experiences to meet the diverse, changing needs for the development of better futures.

- IV. **TEXTBOOK AND MATERIALS:**

- 1. Cengage Unlimited, 1<sup>st</sup> Edition.

- V. **SCCC OUTCOMES:** Students who successfully complete this course will demonstrate the ability to fulfill the following SCCC Outcomes:

Outcome #1. Read with comprehension, be critical of what they read, and apply knowledge gained from their reading to broader issues of the day.

Outcome #3. Solve problems using a variety of techniques and technologies.

Outcome #4. Think critically by gathering facts, generating insights, analyzing data, and evaluating information.

- VI. **COURSE OUTCOMES:** Upon acceptable completion of the course competencies and an average of 85 percent or higher on mastery assessments, the student will be able to:

- 1. Define records management.
  - 2. Classify records found in an office.
  - 3. List and describe the stages in the life cycle of a record.
  - 4. Identify career opportunities.
  - 5. Use proper storage procedures when storing alphabetically, by subject, numerically, and geographically.
  - 6. Use requisition, retrieval, charge-out, and follow-up procedures.
  - 7. Explain the use of a retention schedule.
  - 8. Identify methods of transferring records.
  - 9. Identify technology used in records management.
  - 10. Use a database software program to perform alphabetic filing procedures.
  - 11. Relate records control to the management of records.

**VII. COURSE OUTLINE:**

1. Gain Overview of Records Management.
2. Understand Alphabetic Storage and Retrieval.
3. Understand Subject Storage and Retrieval.
4. Understand Numeric Storage and Retrieval.
5. Understand Geographic Storage and Retrieval.
6. Identify Technology Used in Records Management.
7. Relate Records Control to Records Management.

**VIII. INSTRUCTIONAL METHODS:**

1. Chapter lectures/class discussion
2. Presentation/demonstration by instructor
3. Individual student problem-solving
4. Manual/computerized filing exercises
5. Supplemental filing exercises
6. Mastery tests

**IX. INSTRUCTIONAL AND RESOURCE MATERIALS:**

1. Textbook
2. Records management projects
3. Template included with text
4. Microcomputer
5. Overhead projector and transparencies
6. Supplementary handouts

**METHODS OF ASSESSMENT:**

Measurement of outcomes achievement, both institutional and course, as well as the student's grade, will be determined in the following manner:

1. Finding tests related to projects 40%
2. Achievement tests/final exam 40%
3. Project assignments 10%
4. Chapter questions, worksheets, reports, attendance 10%

Measurement of SCCC Outcomes will be assessed through daily assignments and achievement tests

**ADA STATEMENT:**

Under the Americans with Disabilities Act, Seward County Community College will make reasonable accommodations for students with documented disabilities. If you need support or assistance because of a disability, you may be eligible for academic accommodations. Students should identify themselves to the Dean of Students at 620-417-1106 or go to the Student Success Center in the Hubble Academic building, room A149.

Syllabus Reviewed: 8/17/2022