SAN JUAN COLLEGE
Success Matters

BUSA-1210 RECORDS MANAGEMENT 3 CREDITS

SYLLABUS

CATALOG DESCRIPTION

This course stresses the fundamentals of records programs to manage all phases of the records life cycle. It concentrates on those filing methods and procedures needed to ensure the effectiveness of a records system.

Prerequisites: RDNG-050 or RDNG-096) and ENGL-050 or appropriate English and Reading Accuplacer scores

Semester Offered: Spring and Fall

COMMON STUDENT LEARNING OUTCOMES
Upon successful completion of San Juan College programs and degrees, the student will demonstrate competency in…

BROAD AND SPECIALIZED LEARNING
Students will actively and independently acquire, apply, and adapt skills and knowledge with an awareness of global contexts.

CRITICAL THINKING
Students will think analytically and creatively to explore ideas, make connections, draw conclusions and solve problems.

CULTURAL AND CIVIC ENGAGEMENT
Students will act purposefully, reflectively, and ethically in diverse and complex environments.

EFFECTIVE COMMUNICATION
Students will exchange ideas and information with clarity in multiple contexts.

INFORMATION LITERACY
Students will be able to recognize when information is needed and have the ability to locate, evaluate, and use it effectively.

INTEGRATING TECHNOLOGIES
Students will demonstrate fluency in the application and use of technologies in multiple contexts.

Student work from this class may be randomly selected and used anonymously for assessment of course, program, and/or institutional learning outcomes. For more information, please refer to the Dean of the appropriate School.

COURSE LEARNING OUTCOMES

Upon successful completion of the course, the student will be able to…
1. Demonstrate records management mastery through objective and performance assessment tests.
2. Understand the ten alphabetic filing rules by completing assignments and tests.
3. Use the basic simulation materials to apply the filing rules for completing assignments and tests.
4. Perform alphabetic, numeric, subject, and geographic filing exercises.

A copy of this approved syllabus is on file in the dean's office.
Updated 12/14/18

5. Discuss electronic files management during all stages of the electronic records life cycle.
6. Learn how to organize information using databases through Microsoft Access.

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