

Western Dakota Technical Institute
800 Mickelson Drive
Rapid City, SD 57703-4018
Master Syllabus

Course Number: BUS 175
Course Name: Records Management
Credits: 3
Contact Hours: 3 lecture

Course Description: The student will learn and apply alphabetic, numeric, and subject filing according to the rules established by the Association of Records Managers and Administrators. This class also covers record storage and retrieval systems, equipment, file maintenance, and improvement of record control.

Prerequisites: None

Textbooks: <http://bookstore.wdt.edu>

Materials: Computer and Internet access

Student Learning Outcomes:

- Apply knowledge in the storage, retrieval, retention, and transfer of records.
- Demonstrate ability to manage records electronically and manually.
- Understand the following records management systems – alphabetical, numerical, subject, and geographical.

Assessment: This course will address core abilities in the following areas: analytical skills, communication skills, social values, technology skills, and employability.

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