

**Eastern WV Community & Technical College
Master Course Record**

Course Prefix and Number: BOS 130
Course Title: Records Management
Recommended Transcript Title: Records Management
Date Approved/Revised: 10-3-08, 8-3-17
Credit Hours: 1 Contact hours per week (Based on 15 week term: Lecture: 1 Lab:
Prerequisite: None Corequisite: Pre/Corequisite:
Grading Mode: Letter grade
Catalog Description: This course presents the basic alphabetic indexing rules and the proper procedure for coding records for filing as recommended by the Association of Records Managers and Administrators (ARMA). Emphasis is placed on records management cycle in manual and automated office environments.
Course Outcomes: <ol style="list-style-type: none"> 1. understand and apply vocabulary pertaining to records management 2. describe and apply procedures for the records management life cycle 3. understand and apply indexing to business names, personal names and organizations 4. identify and create a crossreference 5. identify and sort records to be filed 6. list and describe the basic components of the numeric storage system 7. implement special filing systems including color coding, tickler filing, card filing, and cross reference filing
Implementation Cycle: Spring
Role in College Curriculum: (Check all that apply) <input type="checkbox"/> General Education Core (Specify category) - <input checked="" type="checkbox"/> Technical Core (Specify Program) AAS Administrative Support Technology <input type="checkbox"/> Restricted Elective (Specify Program) <input type="checkbox"/> General Elective <input type="checkbox"/> Workforce Education <input type="checkbox"/> Other (Please specify)
Course Fee: None
Instructor's Qualifications: Bachelor's degree in business or information technology with two years of related work experience, or master's degree with 18 graduate level credits in business or information technology.

Course Number & Title: BOS 130 Records Management
Date Prepared/Revised: October 3, 2008
Date Approved by Curriculum Committee: 8-3-17
Date Approved by LOT: November 14, 2008

Expanded Course Description: The focus of this course is to learn and develop essential skills necessary to effectively apply rules and procedures to the records management cycle, storage, retrieval, transfer, and disposal within a manual and automated environment. Class time will be spent in lecture/discussion and completing hands on assignments designed to develop these skills.

Prepared by: Seyed Mirkhani – Division Chair for Business Computer and Information Technology 8-3-17

Approved Per LOT Minutes

Date

Dean of Teaching and Learning

Date

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