



SYLLABUS COLLEGE OF BUSINESS ADMINISTRATION

Course Number Course Name	OA115 RECORD/INFORMATION MANAGEMENT
Credit Value (Breakdown of theory and lab credits)	3 Theory
Catalog Course Description	The purpose of this course is to introduce individuals to the essentials of records and recordkeeping systems in organizations. The impact of electronic records will be particular focus. In this course, records management (RM) includes both traditional records management plus challenges by modern information communication technologies (ICT). Students will also review software tools and technologies for managing records in the modern organization. (Fall) (3, 3T+0S).
Student Learning Outcomes/Objectives /Competencies of the Course	<ul style="list-style-type: none"> A. Define records and information management. B. Recognize the functions of records and information management and the steps in the life cycle of records. C. Identify employment opportunities in records and information management. D. Classify and describe specializations in records and information management. E. Identify jobs in both private and public sectors requiring records and information management expertise. F. Describe the type of preparation required for employment in records and information management. G. Distinguish between criminal and civil legal matters. H. Categorize significant federal legislation as relating to business records or government records. I. Discuss civil legal matters that are of importance to RIM employees
College-Wide Student Learning Outcomes	<ul style="list-style-type: none"> 1. Communication 2. Critical Thought 3. Information Literacy 4. Cultural Competence <p>Outcome in Bold</p>