

Bossier Parish Community College
Master Syllabus

Course Prefix and Number: BADM 110

Credit hours: 3-3-0

Course Title: Records and Information Management

Course Prerequisites: None

Textbook(s): To be determined

Course Description: This course includes basic records management terminology, procedures, classification systems, electronic and manual storage, retrieval and disposal, and compliance with freedom of information laws and Privacy Act.

Learning Outcomes:

At the end of this course, the student will:

- A. demonstrate mastery of records management terminology and procedures;
- B. display knowledge of document storage, retrieval, and disposal; and
- C. understand the implications and requirements of freedom of information laws and Privacy Act as they pertain to records management.

To achieve the learning outcomes, the student will

(The letter designations at the end of each statement refer to the learning outcome(s).)

1. Demonstrate a working knowledge of course terminology (A);
2. Demonstrate proper filing procedures (A);
3. Discuss the necessity for maintaining records in an orderly fashion (A and B);
4. Discuss classification of records (A);
5. Discuss the life cycle of a business paper (A and B);
6. Apply procedures for storing records alphabetically (A and B);
7. Apply rules for alphabetic filing (A and B);
8. Apply rules for subject, numeric, and geographical filing (A and B)
9. Demonstrate proper procedures for the operation and control of manual and electronic storage systems (A, B, and C);
10. Discuss compliance with freedom of information laws and Privacy Act (C).

Course Requirements:

- To pass the course, student must achieve a course average of 70% or above.
- Students must have access to a computer (not mobile device), Microsoft Office, and the Internet to complete the assignments. Computer, software, and the Internet are available to students on campus during scheduled computer lab times and in the Learning Commons located in the BPCC Library.
- Students are required to use BPCC's LMS and are encouraged to use the BPCC Library to research topics and employment opportunities.

Course Grading Scale:

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = 0 - 59

Attendance Policy:

Each student is expected to attend class regularly; excessive unexcused absences constitute grounds for suspension. Refer to the student handbook for [Attendance Policy](#).

Course Fees: This course is accompanied with an additional non-refundable fee for supplemental materials, laboratory supplies, software licenses, certification exams and/or clinical fees.

Nondiscrimination Statement: Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

COORDINATOR FOR SECTION 504 AND ADA

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