Course Objectives/Course Outline
Spokane Community College

Course Title:	**Electronic Records Management**
Prefix and Course Number:	**BT 206**

Course Learning Outcomes:
By the end of this course, a student should be able to demonstrate the following skills:

- Describe and explain the functions of an electronic records management program and the lifecycle of an electronic record.
- Demonstrate the application of alphabetic, numeric, subject, and geographic filing rules by indexing, coding, sorting, cross-referencing, and storing representative examples of business documents manually and electronically.
- Explain the value of electronic records as business and information assets
- Demonstrate the use of a database program to add, delete, manipulate, and edit reocrds.
- Plan defensible and secure backup, retention, and disposition of electronic records
- Address new and emerging issues for records management, including email management and social media records
- Describe the strategies, systems and procedures necessary to ensure that electroinc records are appropriately created, captured, organized and retained over time to meet business and legal requirements.

Course Outline:

I.
    A.
    B.