

Spokane Falls Community College

Course Learning Outcomes

Prefix and Course Number: BT 155

Course Title: Records Information Management

Version Date: 4/26/2019

Course Learning Outcomes:

Upon successful completion of the course, the student will be able to:

1. Use terminology basic to filing functions within a records management program.
2. Correctly apply alphabetic, numeric, subject, and geographic filing rules used in business by indexing, coding, sorting, cross-referencing, storing, and retrieving examples of business documents.