

BSAD B287 Filing

Student Learning Outcomes	Measure	PLO	ILO	GE
1. identify the rules and principles underlying effective management of records.	Performance test	1-2 2-2 3-2 1-4 2-4 3-4	I II III	N/A
2. analyze records according to Association of Records Mangers and Administrators (ARMA) principles.	Performance test	1-2 2-2 3-2 1-4 2-4 3-4	I II III	N/A
3. interpret appropriate ARMA principles to each record to effect its correct disposition.	Performance test	1-2 2-2 3-2 1-4 2-4 3-4	I II III	N/A
4. apply ARMA rules and principles to each of the four methods of records management: • alphabetic • numeric • geographic • subject.	Performance test	1-2 2-2 3-2 1-4 2-4 3-4	I II III	N/A
5. Define terminology that is specific to filing and records management	Performance test	1-2 2-2 3-2 1-4 2-4 3-4	I II III	N/A

PLOs:

BC Administrative Office Assistant AA - PLOs

1-1. Demonstrate minimum acceptable skill levels in ten-key, keyboarding, and document processing

1-2. Demonstrate minimum filing competencies

1-3. Interact effectively in oral and written communication

1-4. Participate in office related work experience to achieve the following desirable job qualities: • Function as a team member • Demonstrate interpersonal skills on the job • Manage multi-tasks efficiently • Model professional and ethical behaviors • Identify soft skills such as being on time

BC Office Assistant COA - PLOs

2-1. Demonstrate minimum acceptable skill levels in ten-key, keyboarding, and document processing.

2-2. Demonstrate minimum filing competencies.

2-3. Interact effectively in oral and written communication.

2-4. Participate in office related work experience to achieve the following desirable job qualities: • Function as a team member • Demonstrate interpersonal skills on the job • Manage multi-tasks efficiently • Model professional and ethical behaviors • Identify soft skills such as being on time

BC Office Assistant JSC - PLOs

3-1. Demonstrate minimum acceptable skill levels in ten-key, keyboarding, and document processing.

3-2. Demonstrate minimum filing competencies.

3-3. Interact effectively in oral and written communication.

3-4. Participate in office related work experience to achieve the following desirable job qualities: • Function as a team member • Demonstrate interpersonal skills on the job • Manage multi-tasks efficiently • Model professional and ethical behaviors • Identify soft skills such as being on time

ILOs:

- I. **Think critically and evaluate sources and information for validity and usefulness.**
- II. **Communicate effectively in both written and oral forms.**
- III. **Demonstrate competency in a field of knowledge or with job-related skills.**
- IV. **Engage productively in all levels of society – interpersonal, community, the state and nation, and the world.**

GELOs:

N/A