



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Records Management
Course Number: AOT132

Required Materials

Textbook(s): **Electronic E-book(s):** Our AOT132 course participates in the Stark State Instant Access program. Through this program, every student receives discounted access to the Textbook and their student account for this access. **Therefore, you do not need to purchase any additional materials, nor will you need to register an access code.** *IMPORTANT: AOT130 also uses CENGAGE UNLIMITED--consider taking both AOT132 and AOT130 at the same time

Required Readings: None

Additional Materials: Microsoft Office 2019 or Office 365 software

Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

Week	• Chapter/Topic/Lab
Week 1	<ul style="list-style-type: none"> • Who Are You? • Syllabus Quiz • Honesty in Learning Assessment
Week 2	<ul style="list-style-type: none"> • Chapter 1 Discussion • Application 1-2 • Chapter 1 Terms Practice • Activity 1-3 • True/ False Quiz • Multiple Choice
Week 3	<ul style="list-style-type: none"> • Chapter 2 Discussion • Chapter 2 Practice Terms • Activity 2-1 • Achievement Test
Week 4	<ul style="list-style-type: none"> • Chapter 3 Self-Checks • Chapter 3 Application 3-1 • Chapter 3 Application 3-2

Week	• Chapter/Topic/Lab
	<ul style="list-style-type: none"> • Chapter 3 Activity 3-2
Week 5	<ul style="list-style-type: none"> • Chapter 3 Activity 3-3 • Chapter 3 Activity 3-4 • Chapter 3 Activity 3-5
Week 6	<ul style="list-style-type: none"> • Chapter 4 Self- Checks • Chapter 4 Application 4-1 • Chapter 4 Application 4-2 • Chapter 4 Application 4-3 • Chapter 4 Activity 4-1
Week 7	<ul style="list-style-type: none"> • Chapter 4 Activity 4-2 Step 1 Only • Chapter 4 Activity 4-3 Steps 1-12 • Activity 4-4
Week 8	<ul style="list-style-type: none"> • Chapter 5 Self-Checks • Achievement Test 2 Chapter 3-5
Week 9	<ul style="list-style-type: none"> • Chapter 6 Discussion • Application 6-1 • Chapter 6 Terms Practice • Activity 6-1
Week 10	<ul style="list-style-type: none"> • Chapter 7 Discussion • Achievement Test 3
Week 11	<ul style="list-style-type: none"> • Chapter 8 Discussion • Application 8-3 • Chapter 8 True/False Quiz • Chapter 8 Terms Practice
Week 12	<ul style="list-style-type: none"> • Achievement Test 4 • Application 9-1 • Chapter 9 Terms Practice • Achievement 5 Test
Week 13	<ul style="list-style-type: none"> • Chapter 10 Discussion • Chapter 10 Terms Practice • Achievement Test 6 • Chapter 11 Discussion • Chapter 11 Terms Practice
Week 14	<ul style="list-style-type: none"> • Chapter 12 Discussion • Chapter 12 Terms Practice • Chapter 13 Discussion • Chapter 13 Terms Practice
Week 15	<ul style="list-style-type: none"> • Achievement Test 7 • Chapter 14 Discussion • Chapter 14 Terms Practice
Week 16	<ul style="list-style-type: none"> • Achievement Test 8 • Records Management as a Career Project