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BUS 106T.01: Records and Information Management

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COURSE NUMBER AND TITLE: BUS 106T Records and Information Management

DATE REVISED: Fall 2006

SEMESTER CREDITS: 2

PREREQUISITES: None

FACULTY: Sue Olson
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Office: AD11B
Office Hours: By appointment

COURSE DESCRIPTION: Introduction to alphabetic filing techniques and electronic database records management. Current technical developments utilizing automated records systems, biometric access control devices, electronic file organization, ergonomics, the Internet, image technology, and integrated security systems.

STUDENT PERFORMANCE OUTCOMES:

Occupational Performance Objectives

Upon completion of this course, the student will be able to:
1. Identify and define basic filing terms.
2. Identify the parts of filing system.
3. Follow correct procedures in preparing records to be filed, and use decision-making activities in the creation, receipt, storage, and retention of correspondence.
4. Work with a customer database, a client database, and an inventory database in the context of a simulated business.
5. Use decision-making in filing alphabetically, numerically, geographically and by subject in a computer database filing system.

STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:

Testing and Assignments:
Blackboard access must be performed on a regular basis. Work must be submitted on time. Projects, quizzes and tests that are submitted late will be lowered one to five points per assignment and will only be accepted one week after the due date. Approximately four quizzes and two to three tests will be given during the course. Any unsubmitted projects will be recorded as zeros.

There is no opportunity to make up missed tests unless an emergency situation occurs. The professor must be notified before the test is administered in order for a makeup exam to be given. Students must make arrangements with the professor to make up the test.
Grading Scale:
90-100 = A
80-89 = B
70-79 = C
60-69 = D
59- = F

REQUIRED TEXT:  *Professional Records and Information Management*, by Jeffrey Steward and Nancy Melesco, Glencoe /McGraw-Hill Publishing Company and


Books available at the College of Technology bookstore – phone number 406-243-7873.

COURSE OUTLINE:

I. The Profession of Records and Information Management
   A. Introduction to Records and Information Management
   B. Employment in Records and Information Management
   C. Legal and Ethical Matters in Records and Information Management

II. Managing Nonelectronic Records
   A. Receipt and Creation of Hard Copy Records
   B. Indexing and Alphabetizing Procedures
   C. Systems for Organizing Paper Records
   D. Retrieval, Retention, and Recycling

III. Electronic Information Management
   A. Managing Electronic Files
   B. Using Electronic Databases
   C. Network-Based Records Management
   D. Image Technology and Automated Systems
   E. Safety, Security, and Disaster Recovery

IV. Filing and Computer Database Projects
   A. Practice Set Simulation
   B. Research Project

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University.

All students need to be familiar with the Student Conduct code. The Code is available for review online at [http://www.umt.edu/SA/VPSA/index.cfm/page/1321](http://www.umt.edu/SA/VPSA/index.cfm/page/1321).