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### BUS 106T.02: Records and Information Management

Sue Olson

*University of Montana, Missoula*, [sue.olson@umontana.edu](mailto:sue.olson@umontana.edu)

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**THE UNIVERSITY OF MONTANA--MISSOULA  
COLLEGE OF TECHNOLOGY  
BUSINESS TECHNOLOGY DEPARTMENT**

**COURSE SYLLABUS**

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

**DATE REVISED: Fall 2006**

**SEMESTER CREDITS: 2**

**PREREQUISITES:** None

**FACULTY:** Sue Olson

**E-Mail:** sue.olson@umontana.edu

**Phone:** 243-7807

**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.
6. Manage electronic files by using and preparing an electronic database.

**STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:**

**Testing and Assignments:**

Class attendance or active on-line participation is an integral part of Business Records Control. Late work will be accepted for one week after due date. Projects that are submitted late will be lowered one letter grade per project. 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 to take the test the day they return to school.

**Grading Scale:**

|        |     |
|--------|-----|
| 90-100 | = A |
| 80- 89 | = B |
| 70- 79 | = C |
| 60-69  | = D |
| 59-    | = F |

**REQUIRED TEXT:** *Professional Records and Information Management Text and Filing and Computer Database Project Practice Set*, by Jeffrey Steward and Nancy Melesco; Glencoe /McGraw-Hill Publishing Company.

**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
- V. Research Assignment

**CLASS POLICY:** Cell phones must be turned off during class hours.

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/VP/SA/index.cfm/page/1321>.