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TASK 145.50: Records Management

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MISSOULA COLLEGE
THE UNIVERSITY OF MONTANA

BUSINESS TECHNOLOGY DEPARTMENT
COURSE SYLLABUS

COURSE NUMBER AND TITLE: TASK 145 – S15 – Broshar, Records Management

FACULTY: Nina Broshar

TERM: SPRING 2015

CREDITS: 2

PREREQUISITES: None

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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. Use decision-making in filing alphabetically, numerically, geographically and by subject in a computer database filing system
5. Manage electronic files by using and preparing the electronic database Work with a customer database, a client database, and an inventory.

STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:

Testing and Assignments:

Projects that are submitted late will be lowered 5 points. Unsubmitted projects will be recorded as zeros. A final exam will be given and is required and will be taken during finals week.

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 complete the test in a meaningful time frame.**

Grading Scale:

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

All projects and tests are added together to get a final grade based upon total points divided by points achieved.

REQUIRED TEXT: Records_Management 10th Edition, by Judith Read and Mary Lea Ginn; cengagebrain.com ISBN# 1-305-11916-9

COURSE OUTLINE:

- I. Records Management
 - A. Records Management
 - a. Alphabetic
 - b. Subject
 - c. Numeric
 - d. Geographic
 - B. Records
 - C. History of Records Management
 - D. Records Management Functions in Organizations
 - E. Careers in Records Management
- II. Alphabetic Indexing Rules 1-10
 - A. Need for Alphabetic Order
 - B. Alphabetic Indexing Rules
 - C. Cross-Referencing
- III. Electronic File Management
 - A. Electronic Databases
 - B. How Computers Sort Data
 - C. Correspondence Storage Procedures
 - D. Storing, Retrieving, and Transferring Records
 - E. Electronic and Image Records
- IV. Electronic Records Management Tools

ACADEMIC INTEGRITY: 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 [Student Conduct Code is available online](http://life.umd.edu/vpsa/student_conduct.php) for review at http://life.umd.edu/vpsa/student_conduct.php.

DISABILITY ACCOMMODATION: Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please contact me after class or in my office. Please be prepared to provide a letter from your DSS Coordinator. For more information, visit the [Disability Services for Students website](http://www.umd.edu/dss/) at <http://www.umd.edu/dss/> or call 406.243.2243 (Voice/Text).