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Spring 1-2016

AMGT 145.50C: Records Mangement

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**MISSOULA COLLEGE
THE UNIVERSITY OF MONTANA**

**BUSINESS TECHNOLOGY DEPARTMENT
COURSE SYLLABUS**

COURSE NUMBER AND TITLE: AMGT.145-SP16-Tabish, Records Management

TERM: Spring 2016

CREDITS: 2

PREREQUISITES: None

FACULTY: Rhonda Tabish

EMAIL: rhonda.tabish@umontana.edu

OFFICE HOURS: MW 9:30 – 11:00

OFFICE LOCATION: AD14D

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:

NOTE:

Firefox is the recommended browser for using moodle.

Students need to be familiar with moodle. A tutorial is available through UOnline.

Always use UMConnect for school related email communications.

Testing and Assignments:

Weekly assignments and/or quizzes are due each Sunday at 11:55 pm and become unavailable on moodle when due (Sunday at 11:55 pm). **Assignments and/or quizzes are not accepted beyond the identified due date.**

Emergency situations will be handled privately on a case by case basis. Students may be able to make up a missed assignment and/or quiz for emergency situations such as sickness or required work activities. **Faculty must be notified before the due date and students must submit documented excused absences such as a doctor note identifying excused dates**

or mandatory work related travel dates in a timely manner.

Homework and quizzes will be given point values. Total points earned divided by total points possible will represent the percentage grade at the end of the semester and determined by the following grading scale:

Grading Scale:

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

REQUIRED TEXT: Read/Ginn - **Bundle:** Records Management, 10th + MindTap® Office Technology, 1 term (6 months) Printed Access Card
ISBN: 9781305621251

MindTap: Is a web-based application that will be extensively in this course. It is designed to help you master the course material. It includes readings, assignments, and applications. I will provide the appropriate instructions to create your MindTap accounts.

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](#).

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).

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