

MESABI RANGE COLLEGE

Course Outline

Course Title: Project Management III: Records/Data Management

Submitted By: B. Skorich

Semester Course Prefix and Number: BOPM 1243

Approval Date: May 2017

Old Quarter Course Prefix and Number:

Revision Date:

Number of Credits: 3

Number of Lecture Credits: 3

Semester(s) Offered:

Number of Lab Credits: **Number of Lab Hours:**

Class Size: 30

Number of Studio/Demonstration/Internship Credits:

Negotiated by AASC on:
(date)

Course Purpose Code:

0 – Developmental Courses

1 – Non-transferable

2 – Technical course related to career programs

3 – College course which has the primary goal of applying certain concepts (e.g. vocal ensemble)

4 – Other college course not considered a part of MNTC (e.g. computer science, health, physical education)

5 – Course which is intended to fulfill the Minnesota Transfer Curriculum (MNTC) requirements or intended for transfer.

9 – Continuing Education/Customized Training specialized credit course (not occurring in 0-5)

Catalog Description:

The Records/Data Management course is designed to provide a comprehensive introduction to the complex field of records and information management. Emphasis will be placed on learning the principles and practices of effective records and information management for physical and electronic record systems.

Prerequisites and/or recommended entry skills/knowledge:

Course Prerequisite(s): none

Reading Prerequisite: none

Composition Prerequisite: none

Mathematics Prerequisite: none

Career Programs and Transfer Majors Accessing this Course:

Minnesota Transfer Curriculum Goal(s) partially met by this course if applicable:

(Notes: No more than two goals may be met by any one course. AASC review and the Chief Academic Officer's approval are required.)

0. None

6. The Humanities and Fine Arts

1. Communications

7. Human Diversity

2. Critical Thinking

8. Global Perspectives

3. Natural Sciences

9. Ethical and Civic Responsibility

4. Mathematical/Logical Reasoning

10. People and the Environment

5. History and the Social and Behavioral Sciences

Learning Outcomes: (including any relevant competencies listed in the Minnesota Transfer Curriculum)

Upon completion of this course, the student will be able to:

- Describe the importance of records management to an organization
- Describe the methods for management of records; alphabetic, subject, numeric, and geographic
- Explain the need for indexing rules in alphabetic storage of records and the importance of following these rules
- Explain the importance of developing and implementing a records retention program
- Explain each stage of the electronics records life cycle
- Describe the elements of an electronic database and how databases can be used in record management
- Define and describe the purpose of a record's audit
- Explain the phases of a disaster recovery plan

Student Assessment Methods:

Assignments, projects, tests, quizzes, and discussion boards.

Use of Instructional Technology: (includes software, interactive video and other instructional technologies):

The course will require use of the internet, the submission of electronically prepared documents and the use of the college's learning management system.

Additional Special Information: (special fees, directives on hazardous materials, etc.)

Transfer Information: (Please list colleges/majors that accept this course in transfer.)

Affiliated Mesabi Range College Courses and Programs:

Approvals:

Body	Representative Signatures	Date
Faculty Association		
Academic Affairs Standards Committee		
Chief Academic Officer		

Distribution: Original – Instructional Services
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