MESABI RANGE COMMUNITY & TECHNICAL COLLEGE

Course Outline

Course Title:	**Project Management III: Records/Data Management**	**Submitted By:**	**C.Karpik**
Semester Course Prefix and Number:	**EOM 1243**	**Approval Date:**	
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
__x__ **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 management. Alphabetic filing rules are included, along with methods of storing and retrieving alphabetic, subject, numeric, and geographic records. Thorough coverage is provided for students in filing and maintenance of paper, automated, micro image, and electronic imaging records.

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:

Executive Office Management

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. Curriculum Committee review and the Chief Academic Officer's approval are required.)

0. __x__ None
1. _____ Communications
2. _____ Critical Thinking
3. _____ Natural Sciences
4. _____ Mathematical/Logical Reasoning
5. _____ History and the Social and Behavioral Sciences
6. _____ The Humanities and Fine Arts
7. _____ Human Diversity
8. _____ Global Perspectives
9. _____ Ethical and Civic Responsibility
10. _____ People and the Environment

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
- Explain the need for indexing rules in alphabetic storage of records and the importance of following these rules
- Describe elements found in an electronic database
- Describe the difference in how records are sorted manually and by computers
- Explain terms used in correspondence records management systems
- Identify the basic types of equipment and supplies for correspondence records storage
- Explain the importance of developing and implementing a records retention program
- Define subject records management
- Describe the components of a consecutive numbering storage method and procedures for this method
- Explain the need for geographic records management and the kinds of organizations that might use this method
- Define electronic record and image record and describe the relationship between the two records media
- Define and describe the purpose of a record's audit
- Explain the phases of a disaster recovery plan
- List actions taken to implement a retention schedule

Student Assessment Methods:

Daily assignments, in-class projects, quizzes, oral presentations, tests and a final examination

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

This course may require use of the Internet, the submission of electronically prepared documents and the use of the course management software program Microsoft Office 2010.Hardware may include projectors, interactive white boards, computers, printers, and other supporting technologies

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

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

Course Outline Revision History:

Approvals:

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

Distribution: Original – Instructional Services
Copies: Transfer Specialist, Originating Faculty Member, Records
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