Course Title: Project Management III: Records/Data Management

Submitted By: B. Skorich

Semester Course Prefix and Number: BOPM 1243

Approval Date: May 2017

Number of Credits: 3

Number of Lecture Credits: 3

Number of Lab Credits: 0

Number of Lab Hours: 0

Number of Studio/Demonstration/Internship Credits: 0

Class Size: 30

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
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
- 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:**

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**Approvals:**

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**Distribution:** Original – Instructional Services

**Copies:** Transfer Specialist, Originating Faculty Member, Records

**Revised:** December 2012