

HIBBING COMMUNITY COLLEGE COURSE OUTLINE

COURSE NUMBER & TITLE: BUS 1107: Records and Information Management

CREDITS: 2 (2 Lec / 0 Lab)

PREREQUISITES: None

CATALOG DESCRIPTION:

Records management provides an overview to records and information management (RIM). The basics for both manual filing and electronic records management are addressed through the use of alphabetic, numeric, geographic, subject, and chronological filing. Simulations are provided for the filing of non-electronic records, electronic information management, and network based records management.

OUTLINE OF MAJOR CONTENT AREAS:

- I. Introduction to Records and Information Management (RIM)
 - A. Identifying Records
 - B. RIM Functions
 - C. Life Cycle of Records
- II. Specializations in RIM
- III. Professional Associations
- IV. Government Laws and Regulations
 - A. Laws Dealing with Business Records
 - B. Laws Dealing with Government Records
 - C. Laws Dealing with Citizen's Rights
 - D. Civil Legal Concerns
 - E. Ethical Issues
- V. Hard Copy Records
 - A. External and Internal Paperwork
 - B. Copy Machine Management
 - C. Forms Design and Software
- VI. Indexing and Filing Procedures
 - A. Alphabetic Filing
 1. Personal Names
 2. Government Names
 3. Business Names
 - B. Cross-referencing
 - C. Subject Filing
 - D. Geographic Filing

- E. Numeric Filing
- F. Chronological Filing
- VII. Retrieval, Retention, and Recycling
- VIII. Electronic Files
 - A. Computer Systems
 - B. Computer Hardware
 - C. Operating Systems
 - D. Software Applications
 - E. Electronic Filing Systems
 - F. Retrieving Electronic Files
 - G. Backup of Electronic Records
- IX. Electronic Databases
 - A. Planning and Developing Databases
 - B. Relational Databases
 - C. Network Databases
- X. Network-based Records Management
 - A. Computer Network Basics
 - B. Internet
 - C. Network file Systems
 - D. Search Engines
- XI. Image Technology and Automated Systems
 - A. Real Images
 - B. Data Images
 - C. Scanners
- XII. Safety, Security, and Disaster Recovery
 - A. Records Security
 - B. Security Systems
 - C. Electronic File Security
 - D. Network Security
 - E. Disaster Recovery

COURSE GOALS/OBJECTIVES/OUTCOMES:

Students will

1. define records and information management (RIM).
2. recognize the functions of RIM and the steps in the life cycle of records.
3. identify employment opportunities in both the private and public sectors that require RIM expertise.
4. classify and describe specializations in RIM.
5. identify jobs in both the private and public sectors that require RIM expertise.
6. describe the type of preparation required for employment in RIM.
7. explain the importance and advantages of being a member of a professional association.

8. name and briefly describe the purpose of several professional associations for those who work in the field of RIM.
9. distinguish between criminal and civil legal matters.
10. categorize significant federal legislation as relating to business records and government records.
11. discuss legal matters that are of importance to RIM employees.
12. evaluate attitude toward ethical issues in RIM.
13. recognize the overabundance of paperwork.
14. differentiate between paperwork and paper records.
15. identify the different types and sources of incoming paperwork.
16. differentiate among voice mail, e-mail, and fax documents.
17. identify the different types and sources of outgoing and internal paperwork.
18. detail general principles to be followed in the design of business forms.
19. define unit, indexing, alphabetizing, and case.
20. index and alphabetize names of individuals, organizations, and government agencies.
21. index and alphabetize addresses.
22. cross-reference names when appropriate.
23. follow efficient procedures for planning, establishing, and maintaining files for paper records.
24. identify the steps in alphabetic system entry and storage.
25. recognize alphabetic, subject, geographic, numeric, and chronological systems.
26. describe procedures for retrieving records.
27. consider the advantages and disadvantages of alternate methods of records destruction.
28. identify what is needed to create electronic filing systems.
29. identify the components of a database.
30. identify the major components of a computer network.
31. describe how to enter information into electronic records using proper records management techniques.
32. classify the major elements of an image technology system.
33. define terms related to image technology and automated systems.
34. describe types of automated records management systems used to monitor an organization's records.
35. identify major considerations in selecting an automated records management system.
36. examine different types of security devices for the protection of records and data.
37. describe disaster prevention measures for records storage areas.
38. identify methods of restoring records after a disaster.

MNTC GOALS AND COMPETENCIES MET:

N/A

HCC COMPETENCIES MET:

Working Productively and Cooperatively
Communicating Clearly and Effectively
Thinking Creatively and Critically

STUDENT CONTRIBUTIONS:

Students are expected to attend all class sessions, participate in classroom activities and discussions, listen to and follow directions, complete assignments on time, request assistance when needed and contribute to a productive learning environment.

STUDENT ASSESSMENT SHALL TAKE PLACE USING INSTRUMENTS SELECTED/DEVELOPED BY THE COURSE INSTRUCTOR.

SPECIAL INFORMATION: (SPECIAL FEES, DIRECTIVES ON HAZARDOUS MATERIALS):

AASC APPROVAL DATE: January 13, 2016

REVIEW DATE: January 2021

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