COMMON COURSE OUTLINE: Course discipline/number/title: BTEC 2200: Information Resources Management

A. CATALOG DESCRIPTION
1. Credits: 3
2. Hours/Week: 3
3. Prerequisites (Course discipline/number): BTEC 1001, the D2L Online Tutorial, or the instructor’s permission is required when the course is offered online. Basic knowledge of the computer keyboard. College-level reading and writing skills: Appropriate score on RCTC placement test or completion of appropriate developmental course with grade of C or better. BTEC 2350 or equivalent.
4. Co-requisites (Course discipline/number): None
5. MnTC Goals (if any): NA

This course focuses on electronic, automated and non-automated information storage and retrieval systems and on the management policies and procedures necessary for creating, controlling, implementing, and evaluating today’s information systems. Students will become familiar with filing procedures, equipment, and the various aspects of electronic and paper record management and control. Basic rules of indexing and their application are mastered, and the role of efficient records management in the total operation of business is stressed. Database management is taught, and hands-on computer projects are part of this course.

B. DATE LAST REVISED (Month, year): April, 2010

C. OUTLINE OF MAJOR CONTENT AREAS:
1. Introduction to electronic and paper records management
2. Alphabet storage and retrieval
3. Alphabet indexing rules for computer applications
4. Alphabet record management
5. Retention, retrieval, transfer, and recycling
6. Subject records management
7. Numeric records management
8. Geographic records management
9. Electronic records management
10. Image records
11. Controlling records and information management program, paper and electronic records
12. Record management career opportunities and job descriptions
13. Introduction to database software
14. Using tables and queries with database software
15. Using forms with database software
16. Using reports with database software
17. Modifying the database structure
18. Creating multiple table queries and reports

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Explain the principles and practices of record management that include the entire range of records – paper, electronic records, and image records used in automated systems.
2. Classify records according to the ARMA (as association for information management professionals) filing rules
3. Apply the rules in alphabetic storage and retrieval with manual and computer databases systems.
4. Utilize adaptations of the alphabetic storage and retrieval method: name, subject, numeric, and geographic.
5. Demonstrate knowledge of automated/electronic records storage and retrieval procedures.
6. Understand the essential phase of control in management of records.
7. Perform informed decisions about appropriate ways of storing, retrieving, retaining, and disposing of information.
8. Create, modify, and print electronic databases using current database software.
9. Create and modify forms, queries, and reports with databases using current database software.

E. LEARNING OUTCOMES (MNTC): NA
F. METHODS FOR EVALUATION OF STUDENT LEARNING:
Evaluation of performance objectives will be based on:
1. Computer projects
2. Filing projects
3. Objective tests
4. Written Assignments

G. RCTC CORE OUTCOME(S) ADDRESSED:
☑ Communication ☐ Civic Responsibility
☑ Critical Thinking ☐ Personal/Professional Accountability
☐ Global Awareness/Diversity ☐ Aesthetic Response

H. SPECIAL INFORMATION (if any):
Normal fees that are charged for other computer classes and for online classes.