



BUS182 - Information And Database Management

Document Type: Master Course Outline

Proposal Type: Revision

Requester(s): Richard Peterson

College: South

Origination Approved: 06/19/2013 - 1:33 PM

BASIC INFORMATION

Requester(s): Richard Peterson

College: South Seattle Community College

Division/Dept: Professional Technical

Dean: Duncan G Burgess

Peer Reviewer(s): Richard Peterson

COURSE INFORMATION

Proposed Course Number:

Prefix: **BUS** Number: **182**

Request a new Prefix

This will be a common course

Full Title: Information And Database Management

Abbreviated Title: Info & Database Mgmt

Catalog Course Description:

This course provides a strong introduction to the principles and practices of effective records management for both manual and electronic filing systems. We will begin with records creation and end with their ultimate disposition. Students will gain proficiency using MS Access to manage computerized records. All coursework is compatible with ARMA guidelines. This course is hand's on.

Course Length: 11 Weeks Request an Exception

Course Prerequisite(s):

BUS 104 (Keyboarding) or the ability to touch type at 25 wpm and BUS 169 (Introduction to Microsoft Office). Instructor permission required if student has not met prerequisites.

Topical Outline:

The Field of Records Management

Chapter 1 consists of an introduction to the field of records management. Because many students are new to the study of records management, this chapter introduces students to the field of records management and describes career opportunities in the records management profession. Many businesses and industries are experiencing an explosive growth in the volume of new information. The bulk of the new information is in digital form. Emphasis is placed on the need to understand the changes occurring with the volume of information, the need for compliance to government regulations, and advances in technology. Because the operations of all records systems—physical and electronic—rely on basic storage and retrieval rules, this edition offers a study approach that blends paper and electronic records. Chapter 1 provides a basis for this approach.

Alphabetic Storage and Retrieval

In Chapters 2–4, students are introduced to the ten alphabetic indexing rules so that students may begin working with the Records Management Simulation and applying the rules in a simulated business environment.

Chapter 5 discusses the need to apply records management to electronic files.

Equipment and supplies needed for an alphabetic correspondence storage system or for any filing method are presented in Chapter 6. Chapter 7 discusses the retention, retrieval, and transfer phases of the record life cycle. These six chapters give students a comprehensive overview of maintaining and disposing of paper and electronic records. A thorough study of these chapters prepares students for virtually any beginning records clerk position.

Subject, Numeric, and Geographic Records Management

Chapters 8–10 present subject records management, numeric records management, and geographic records management. These chapters are placed after the large section on alphabetic storage so that the ten alphabetic indexing rules and correspondence filing procedures can be applied to other filing methods. This reinforcement is supported by information and practice with subject, numeric, and geographic filing methods in the Records Management Simulation.

Records and Information Management Technology

Chapters 11 and 12 discuss electronic and image records and the records and information management program. These chapters cover records and information management technology, which includes an update of image systems and the technology that integrates the computer with other electronic records systems.

Chapter 12 ties together information presented in all previous chapters to provide the overall picture of a sound records management program. It offers methods by which to control the records system and to achieve the major goal of records management: getting the right information to the right person at the right time at the lowest possible cost.

COURSE CODING

Funding Source: 1.....State

Institutional Intent: 21.....Vocational Preparatory

This Course is a requirement for the following program(s):
(No Programs Selected)

- My Course Proposal is a requirement for a program not on this list
Program Title/Description/Notes:
Business Information Technology Certificate
Business Information Technology AAS Degree
Business Information Technology AAS-T Degree
Medical Office Clerk Certificate

Will this course transfer to a 4-year university? No

Is this course designed for Limited English Proficiency? No

Is this course designed for Academic Disadvantaged? No

Does this course have a Workplace Training component? No

CIP Code: 52.0204 Request Specific CIP Code

EPC Code:

547

Request Specific EPC Code

Credits:

Will this course be offered as Variable Credit?

No

No

List Course Contact Hours

Lecture (11 Contact Hours : 1 Credit)	55
Lab (22 Contact Hours : 1 Credit)	0
Clinical Work (33 Contact Hours : 1 Credit)	0
Other (55 Contact Hours : 1 Credit)	0
Total Contact Hours	55
Total Credits	5

This is to certify that the above criteria have all been met and all statements are accurate to the best of my knowledge.

Faculty involved in originating this program:

Richard Peterson
Print Name

Richard Peterson
Signature

1/1/0001
Date

Dean:

Duncan G Burgess
Print Name

Duncan G Burgess
Signature

6/17/2013
Date

Results of SSCC Curriculum Coordinating Council Findings

Participating Faculty Response and Remarks

- Recommended for approval
- Not recommended for approval
- This course did not go through Committee Review

Chairman, Curriculum Coordinating Council:

Mark D Baumann (Admin)
Print Name

Mark D Baumann
Signature

6/18/2013
Date

Vice President for Instruction:

Donna Miller-Parker
Print Name

Donna Miller-Parker
Signature

6/19/2013
Date