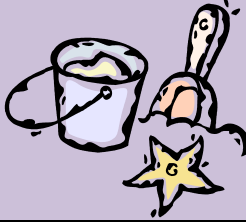



## Business Information Management Course Schedule

\* Please label your homework assignments with your last name and assignment title. \*

<b>Date</b>	<b>Day</b>	<b>Content</b>
<i>January 12</i>	<i>T</i>	<i>Introduction to Course and Classmates</i> <ul style="list-style-type: none"> <li>• Introduction to Course Resources</li> <li>• Records Pre-test</li> <li>• References available for record managers</li> </ul>
14	R	<i>Chapter 1 – What Is Records Management?</i>
19	T	<i>Chapter 2 – Alphabetic Indexing Rules 1-4</i>
21	R	LAB – Record Keeping Assignment
26	T	Records Management Simulation ✓ Job 1 – Alphabetic Filing Rules 1-4 pg. 57
28	R	<i>Chapter 3 – Alphabetic Indexing Rules 5-8</i>
<i>February 2</i>	<i>T</i>	Records Management Simulation ✓ Job 2 – Alphabetic Filing Rules 5-8 pg. 80
4	R	LAB – Record Keeping Assignment
9	T	<i>Student Article Review Presentations</i>
11	R	<i>Chapter 4 – Alphabetic Indexing Rules 9-10</i>
16	T	Records Management Simulation Job 3 – Alphabetic Filing Rules 9-10 pg. 106
18	R	<i>No Class – Instructor Out of Office</i>
23	T	<i>Chapter 5 – Electronic File Management</i>
25	R	Records Management Simulation Job 4 – Alphabetic Filing Rules 1-10 pg. 134
<i>March 2</i>	<i>T</i>	<i>Chapter 6 - Alphabetic Records Management, Equipment, and Procedures</i>
4	R	Visit an Office Supply Store ✓ Investigate Records Management Supplies
9	T	Records and Federal Governances Presentation Denise Kinney, MSTC Registrar
11	R	Records Management Simulation ✓ Jobs 5-7 – Alphabetic Filing Rules 1-10 pg. 179

<i>March 15-18</i>	M-R	 Spring Break
23	T	<b>Chapter 7 – Storing, Retrieving, and Transferring Records</b> Records Management Simulation ✓ Jobs 8-9 – Procedures pg. 214
25	R	<b>Tour a Records Management Facility:</b> <i>Portage County Clerk of Courts</i> 1516 Church Street - Stevens Point
30	T	<b>Chapter 8 – Subject Records Management</b>
<i>April 1</i>	R	Records Management Simulation ✓ Job 10 – Subject Correspondence Filing pg. 245
6	T	<b>Chapter 9 – Numeric Records Management</b>
8	R	Records Management Simulation ✓ Jobs 11-12 – Number/Digit Correspondence Filing pg. 275
13	T	<b>Tour a Records Management Facility</b> <i>St. Michael's Hospital</i> 900 Illinois Avenue - Stevens Point
15	R	<b>No class - Instructor Out of the Office</b>
 20	T	<b>No class – Advising Day</b>
22	R	<b>Chapter 10 – Geographic Records Management</b> <b>Chapter 11 – Electronic and Image Records</b>
27	T	<b>Presentation of Final Project</b>
29	R	LAB - Information Storage Management Project
<i>May 4</i>	T	LAB - Information Storage Management Project
6	R	LAB - Information Storage Management Project
11	T	<b>Student presentations</b> ✓ Information Storage Management Project
13	R	Wrap-up Course