

# COURSE OUTLINE

## BMGT-116 Managing Business Data 3 Semester Hours

### HOWARD COMMUNITY COLLEGE

#### Description

Upon completion of this course, the student will develop practical methods for handling business and client data to ensure confidentiality and its security from loss. The student will be able to create and maintain business information in a database program. Methods for storing data to plan for its retrieval in a variety of ways (data mining) and to plan for disaster recovery will be covered. The student will learn strategies for training staff to properly handle all business data and client information (both electronic and paper) to ensure privacy and security. This course is appropriate for office managers with some familiarity and experience using computers. (3 hours weekly)

#### Overall Course Objectives

Upon completion of this course, the student will be able to:

1. Plan ahead for eventual data needs.
2. Select a suitable database system.
3. Implement modifications to a database layout.
4. Collect and input data.
5. Manipulate databases to optimize the flow of data through reports.
6. Maintain the privacy and security of business and client data—including backups, retention.
7. Properly handle paper records for retrieval, privacy and security.
8. Select appropriate imaging technology of paper records, if necessary.
9. Create a disaster plan.
10. Plan for eventual disposition of records that are no longer needed.
11. Train staff to handle business and client information effectively.

#### Major Topics

- I. Effective Planning for Records
  - A. Comparing database software products and imaging technology choices
  - B. Planning ahead for data entry and choosing most appropriate software
  - C. Planning ahead for paper records and deciding if imaging of records is necessary
  - D. Deciding if off-site storage is appropriate
  - E. Planning ahead for record disposition when no longer needed
  
- II. Choosing the Most Effective Means of Handling Data
  - A. Plan for Security of Data
  - B. Create a plan including human factors to ensure privacy of client records
  - C. Understand about Network, Intranet and Website Security

- III. Train Employees to Handle Important Business Records and Client Information
  - A. Teach the procedures for client privacy including:
    - 1. Awareness of what can be discussed on the phone and in the office
    - 2. Procedures of handling paper and computers to prevent snooping
  - B. Ingrain the procedures to secure the data from loss
    - 1. Procedures for handling database records and backing up data
    - 2. Procedures for securing paper records

### **Course Requirements**

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following:

- 1. Written tests
- 2. Projects
- 3. Computer hands-on tests

Writing: Specific projects will be determined by the individual faculty member.

### **Other Course Information**

This course is a Business elective.