Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title:

Records Management – BOTE 217

Course Description:

An introduction to the concepts of records management through manual an electronic applications with an emphasis on alphabetic, numeric, geographic, and subject filing systems. This is a study of the systematic control of business records through manual an electronic applications. Records creation, distribution, utilization, retention, storage, protection, preservation and final disposition are discussed.

Course Objectives:

First, the student will display a working knowledge of proper records management procedures. Secondly, the student will be able to effectively manage information and records in an office environment and lastly students will have an understanding of the use of Automated Records Systems.

Instructor:

Andrea Hammer

Office:

No office on campus.

Office Hours:

No office hours.

Phone:

701-852-0274

Email:

a.hammer@msub.nodak.edu

Lecture/Lab Schedule:

N/A

Textbook(s):

Records Management, Read and Ginn, Thomson South-Western Publishing, 8th edition, 2007

Records Management Study Guide, Read and Ginn, Thomson South-Western Publishing, 8th edition, 2007

Course Requirements:

The formula for grades is as follows.

1 final exam, 50 pts. = 50 pts.
9 quizzes, = 158 pts.
Chapter assignments and applications = 472 pts.

Total pts. available = 680 pts.

90-100% - 612-680 pts. = A
80-90% - 544-611 pts. = B
70-80% - 476-610 pts. = C
60-70% - 408-609 pts. = D
<59% - <407 pts. = F

No Incompletes will be given.

Exams will be multiple choice and matching format. They are not cumulative. Open book and notes.

Tentative Course Outline

Week 1
 What is Records Management?
Quiz #1

Week 2
Alphabetic Indexing Rules 1-4
Quiz #2

Week 3
Alphabetic Indexing Rules 5-8

Week 4
Continue Alphabetic Indexing Rules 5-8
Quiz #3

Week 5
Alphabetic Indexing Rules 9-10
Quiz #4

Week 6
Electronic File Management
Quiz # 5

Week 7
Alphabetic Records Management, Equipment, and Procedures
Quiz # 6

Week 8
Storing, Retrieving and Transferring Records

Week 9
Continue Storing, Retrieving and Transferring Records
Quiz # 7

Week 10
Spring Break

Week 11
Subject Records Management

Week 12
Numeric Records Management
Quiz #8

Week 13
Geographic Records Management

Week 14
Electronic and ImageRecords

Week 15
The Records and Information Management Program
Quiz #9

Week 16
Finish up all chapter assignments and assessments

Finals
Date and time to be determined

General Education Goals/Objectives

Goal 2: Demonstrates knowledge and application of technology

Objective 1: Introduces the expanding area of records management

Objective 2: Analyzes alphabetic storage and retrieval methods for manual and electronic systems along with transferring records from active storage

Objective 3: Demonstrates knowledge of adaptation of the alphabetic storage and retrieval method; namely, subject, numeric and geographic storage methods

Relationship to Campus Theme:

Records Management can positively impact our environment by teaching students to properly manage records by decreasing paper records if possible and increase the use of technology in managing records.

Course Standards:

The textbook will be the basis for most activities in this course. Selected reading assignments may be given to supplement the topics covered. Software will be required for the assignments. I recommend a word processing software such as Word. Do not use MSWorks, MS Access will be necessary for some assignments. Microsoft PowerPoint will also be required to view the slide presentations or you can view them online, you may download the viewer (if necessary) from the Student Course Tools section. To use PowerPoint, use the left mouse button to advance the slides or you may use the right mouse button for menu options. Arrows are also available to use the slides.

I recommend the following sequence of events: Read my chapter notes; Read the book; Look at the slides; Do the workbook for that chapter; Answer the questions and do the application assignment; after I grade your assignment check the comments I send to you; Take the test last.

Academic Integrity:

The academic community is operated on the basis of honesty, integrity and fair play. Occasionally, this trust is violated when cheating occurs, either inadvertently or deliberately. This Code will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

The primary responsibility of the students, faculty and administration is to create an atmosphere where the honesty of individuals will not be questioned.

Faculty members are responsible for providing guidelines concerning cheating and plagiarism at the beginning of each course, and should use precautionary measures and security in cases where cheating is likely to occur.

My policy is that instances of academic dishonesty will result in a 0% for the first offense of a compromised assignment or test in question. A second infraction will result in an overall Failing grade.

Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred.

The faculty member and the administration are responsible for procedural fairness to the accused student or students in accordance with the following procedure:

Faculty members who suspect that prohibited academic conduct has occurred in their class have an initial responsibility for informing the student or students involved of their suspicion and the grounds thereof, for allowing them a fair opportunity to refute them, and for making an impartial judgment as to whether or not any prohibited academic conduct occurred only upon the basis of substantial evidence.

Faculty members have the prerogative of determining the penalty for prohibited academic conduct in their classes. Faculty members may fail the student for the particular assignment, test, or course involved, or they may recommend that the student drop the course in question, or these penalties may be varied with the gravity of the offense and the circumstances of the particular case.

In addition, to the prerogative above, or if the student is not enrolled in his or her course, the faculty member may recommend a disciplinary sanction to the Associate Dean for Academic Affairs. The Associate Dean may impose academic warning or probation or may recommend suspension or expulsion to the All College Student Conduct Committee.

If a person not currently enrolled at MSU-B is involved in prohibited academic conduct, the Associate Dean for Student Affairs shall be informed of the violation.

A student who has received a penalty or a disciplinary sanction for prohibited academic conduct may appeal the decision.

The student must consult with the instructor, and the Associate Dean for Academic Affairs, in sequence, to resolve the conflict.

Then, the student may request a hearing by the Academic Standards Committee.

A student may be suspended or expelled for prohibited academic conduct by the All College Student Conduct Committee in accordance with the following procedure:

The Associate Dean for Academic Affairs must notify the student that they will recommend suspension or expulsion to the All College Student Conduct Committee. The student must be given two school days to file a written notice of appeal with the Academic Standards Committee before the recommendation is presented to the All College Student Conduct Committee.

The student may appeal the recommendation of suspension or expulsion to the Academic Standards Committee as outlined above.

The All College Student Conduct Committee may impose suspension or expulsion, if an appeal with the Academic Standards Committee is not in progress.

Disabilities and Special Needs:

Please inform the instructor within the first week of classes if any assistance is required due to disabilities or special needs.