

Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: BOTE 217—RECORDS MANAGEMENT

Number of credits; 3 semester hours

Pre/Co-requisites: None

Course Description: An introduction to the concepts of records management through manual and 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 and electronic applications. Records creation, distribution, utilization, retention, storage, protection, preservation, and final disposition are discussed.

COURSE OBJECTIVES: At the end of the course, the student will be able to:

1. Display a working knowledge of proper records management procedures.
2. Effectively manage information and records in an office environment.
3. Understand the use of Automated Records Systems.
4. Discuss the Records and Information Management Program including efficiency ratios, records audits, forms management, disaster recovery plans, and knowledge management.

Instructor: Russ Gagnon

Office: Minot Campus Administration Building 2nd Floor

Office Hours: M-F 9:00 a.m. to 4:00 p.m. and by appointment when not in class.

Phone: 800-777-0750 ext:4339 or 701-858-4339, Fax: 701-858-4232,

Email: russ.gagnon@minotstateu.edu

Lecture/Lab Schedule: TR 9:30-10:45 p.m.

Textbook(s): *Records Management*, Read and Ginn, Eighth Edition with Study Guide.

Course Requirements:

1. Completion of assignments, tests, and projects are required.
2. Grading is the accumulation of assignments, quizzes, and tests for total points.

90-100= A 80-89=B 70-79=C 65-69=D below 65=F

Tentative Course Outline: Today's workers are increasing their use of information. This time in our history is frequently called the *Information Age*. Computers, much a part of today's world, play a key role in information systems. 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. The rules covered agree with the latest standard filing rules presented by ARMA International.

- The Field of Records Management
- Alphabetic Storage and Retrieval
- Records Management, Equipment, and Procedures
- Subject, Numeric, and Geographic Storage and Retrieval
- Electronic File Management including Electronic and Image Records
- The Records and Information Management Program (RIM)

Relationship to Campus Theme: Dakota College at Bottineau emphasizes nature, technology, and beyond as a focus for the unique blend of courses and programs offered here. This course will emphasize the use of technology and prepare students for the future use of computers, hardware, and software.

Classroom Policies:

Missed Classes: Attendance is expected. Unannounced quizzes, tests, and class projects can be made-up only when the instructor excuses students prior to class. You are responsible for the activities of each class period. If you know of a conflict ahead of time, you are welcome to submit assignments early. Recognizing the importance of student participation and interaction with classmates, excessive absences necessitate failure in the class.

Assignments: All assignments are due at the beginning of class on the date due unless specified prior. Late assignments receive one-half credit minus errors. All late assignments are due before the final examination is administered. Make sure the class name, your name, date due, and exercise number appears in the upper-right corner. If handing in multiple pages, sequence them according to the order in the exercise, and staple in the upper left corner.

Electronic Devices: Turn off or mute cellular phones and pagers; prior permission for computer use is required. I will have my cell phone on for campus emergency notifications.

Academic Integrity: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and/or expulsion from the university. For more information, refer to the "Academic Dishonesty" policy in the university catalog or the student handbook online: <http://www.msub.edu/pdf/StudentHandbook08-09.pdf>

Disabilities and Special Needs: If you have any condition, such as a physical or learning disability, for which you need extra assistance, please see me immediately. If you have already met with Student Development personnel, please provide me with information regarding your special needs as soon as possible so that I can make appropriate accommodations.

STUDENTS PLEASE NOTE: Videoconferencing classes can be videotaped or streamed at the instructor's discretion."

Inclement Weather Information – For IVN Sites

In the event of poor weather conditions, please call 701-777-6486, press option #5 for the latest information on class cancellations.

Trouble Call Phone Number: Students should call the host site number first if a problem occurs during the event.