

RECORDS MANAGEMENT
BOTE 217
3 SH

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Textbook *Records Management*, Read and Ginn, 9th Edition with Study Guide

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.

DCB General Ed goals 1,2,3,4, 9, and 10 apply throughout these objectives.

COURSE POLICIES:

1. Missed Classes: Attendance is expected. Unannounced quizzes, tests, and class projects can be made-up only when students are excused by the instructor 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.
2. 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 and must be turned in before the final**. Make sure your name, and exercise number appear in the upper-left corner. If an exercise has multiple sheets, then staple them together. Do not staple different assignments together. Disorganized assignments (pages out of order, mislabeled, unreadable, etc.) will be penalized. If there are multiple sheets to be handed in, sequence them according to the order in the exercise.
3. Need for Assistance: 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 appropriate accommodations can be made.

4. Electronic Devices: Turn off cellular phones, pagers, CD players, radios, and similar devices in the classroom and laboratory facilities. Reasonable laptop-size computers may be used in lecture for taking notes.

REQUIREMENTS/EVALUATION:

Completion of assignments, tests, and taking the final exam are required.

Points are accumulated during the course from tests, projects, and homework. It is anticipated that there will be eight tests including a comprehensive final exam. Projects will include records maintenance scenarios and using appropriate filing techniques.

ACADEMIC DISHONESTY AND GRADE APPEAL POLICES: 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.dakotacollege.edu/pdf/studenthandbook.pdf>

GRADING: Assignments, quizzes, and tests are computed for total points.

90-100= A 80-89=B 70-79=C 60-69=D below 60=F

Nature, Technology, and Beyond: MSU-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 equipment in the creation, maintenance, and disposition of records in a records management system.

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

Course management – E-Res will be used. <http://nellie.misu.nodak.edu:81/eres/> or <http://www.minotstateu.edu/library/>

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.