



Course Prefix/Number/Title: BOTE217 Records Management

Number of Credits: 3

Pre-/Co-requisites: None

Course Description:

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:

Learning Outcome—CTE Competency Goal #1—Employe industry specific skills in preparation for workplace readiness.

1. The student will display a working knowledge of proper records management procedures.
2. The student will be able to effectively manage information and records in an office environment.
3. The student will understand the use of Automated Records Systems.

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 communications.

Instructor: Janeen Pollman

Office: Nelson Science Center 108

Office Hours: M-W-F 9:00-10:30, 1:30-3:00

Can be reached via email at:

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Textbook(s):

Records Management, Read and Ginn, Cengage Learning, 10th Edition, 9781305119161

Available at the DCB Bookstore-701-228-5458 or email bookstore@dakotacollege.edu

Citation:

Read, J., Ginn, M. (2016). *Records management* (10 Edition). Cengage Learning.

Course Requirements:

Course requirements consist of class discussion and participation, assignments, quizzes, and exams. Exams will be true/false, multiple choice, and matching format. Open book and notes.

Tentative Course Outline—adjustments will be made during the Fall 2023 semester:

Graded items

Item Points (to be determined)

Introduction

Chapter Assignments

Discussion Posts (Initial and responses)

Quizzes (13)

Final Exam

90-100% A

80-89% B

70-79% C

60-69% D

59% and below F

IMPORTANT: All course work is assigned and submitted in Blackboard, accessible through the College's website. Be sure to take the necessary amount of time to appropriately complete and submit the assignments by the due date/time. No incompletes will be given in this course.

No late work will be accepted unless previous arrangements are made. Arrangements will only be made in emergency situations.

**If you are experiencing issues with Blackboard, you can email the assignment to me by the due date/time.

ONLINE NATURE OF COURSE

Discussion (discussion is a key component of this course): Students will participate in discussion boards. Your initial substantial response is due Thursday at 10:00 p.m. and appropriate responses to two classmates are due Sunday at 10:00 p.m. This could be a question about what they wrote, expansion on their thoughts, additional information, etc. "Susie, I agree with what you wrote" is NOT sufficient.

Please include at least one resource (cited in APA format) for each discussion question response. This resource can be your textbook (see citation information above) or another source you have accessed online.

Academic and Institution Policies

Student Email Policy:

A student's campus-assigned email address will be the only one recognized by the campus for course correspondence and official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity:

The academic community is operated based on 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.

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

a. 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.

b. 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.

Webster's Encyclopedic Unabridged Dictionary defines plagiarism as: "The appropriation or imitation of the language, ideas, and thoughts of another author, and representation of them as one's original work."

There will be zero tolerance of any form of academic dishonesty. If any evidence appears of students not doing their own work, plagiarism, or cheating on quizzes/exams, the matter will be investigated. If dishonesty has occurred, the student in question will receive an automatic "F" for the course. Furthermore, the matter will be reported to the appropriate university office.

Confidentiality:

The experience or problems shared by classmates are not to be discussed outside of class. This is a preparation for those going into a field where confidentiality is stressed.

Quality of work:

At the college level of learning, it is expected that all work submitted is free of spelling, grammar, and punctuation errors. Discussion and information must be thought-out, in-depth, and incorporate new vocabulary and concepts learned during the course.

Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy, and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.

