



Course Prefix/Number/Title: BOTE 217 Records Management

Number of Credits: 3

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.

Pre-/Co-requisites: None

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: Dr. Megan Fixen

Office: No campus office

Office Hours: Can be reached via email

Email: [negan.fixen@ndus.edu](mailto:negan.fixen@ndus.edu)

Textbook(s):

*Records Management*, Read and Ginn, Thomson South-Western Publishing, 10th edition

*Records Management Study Guide*, Read and Ginn, Thomson South-Western Publishing, 10<sup>th</sup> edition,

Course Requirements:

Course requirements consist of class participation, assignments, quizzes, and exams. All assignments will be turned in Via Blackboard – All PowerPoints are in Blackboard as well.

Tentative Course Outline:

**Graded items**

Item	Points
Item	Points
Chapter Assignments	120
Discussion Questions	50
Follow up Posts/Participation	50
Introduction	10
Quizzes (13)	363

Final Exam	50
Total Points Available	643

- 90-100% - = A
- 80-90% = B
- 70-80%. = C
- 60-70%. = D
- <60% - = F

CTE Competency/Department Learning Outcome(s):  
Students will:

1. Employ industry-specific skills in preparation for workplace readiness.
2. Combine general education and vocational skills curriculum.

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.

Classroom Policies:

No Incompletes will be given.

Exams will be true/false, multiple choice, and matching format. Open book and notes.

**IMPORTANT:** All assignments (unless noted by instructor) are posted on the Blackboard course shell, accessible through the College's website. Also, all assignments must be submitted electronically through Blackboard\*\*. I designed the course shell to not accept any late assignments, so be sure to take the necessary amount of time to appropriately complete and submit the assignment on time.

\*\*If you are experiencing issues with Blackboard, I have no issue with you emailing the assignment to me – there will still be a time stamp on your submission, regardless of which method you use. It is your responsibility to get the assignment to me.

### ONLINE NATURE OF COURSE

To simulate class discussion, I will have you participate in the discussion forums. Protocol for these discussion questions (DQs) is as follows:

- You will be required to post one initial discussion question of 125-175 words several times throughout the course. This will **be due by Thursday at 11:59 PM.**
- You will be required to reply to at least one other students' responses per discussion question with a substantial follow-up. This could be a question about what they wrote, expansion on their thoughts, however you see fit. "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 (See CITING section for further information).

### Late Assignments

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

#### Student Email Policy:

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

#### Academic Integrity:

According to the DCB Student Handbook, 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 Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

#### 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.