



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 T-Th 9:00-Noon

Can be reached via email at:

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Janeen Pollman 702-228-4750 personal cell

Textbook (required):

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.

Course Schedule:

Week 1 (Aug. 25-31)
Week 2 (Sept. 1-7)
Week 3 (Sept. 8-14)
Week 4 (Sept. 15-21)
Week 5 (Sept. 22-28)
Week 6 (Sept. 29-Oct. 5)
Week 7 (Oct. 6-12):
Week 8 (Oct. 13-19)
Week 9 (Oct. 20-26)
Week 10 (Oct. 27-Nov. 2)
Week 11 (Nov. 3-9)
Week 12 (Nov. 10-16)
Week 13 (Nov. 17-23)
Week 14 (Nov. 24-30) (Thanksgiving Week)
Week 15 (Dec. 1-7)
Week 16 (Dec. 8-14) Final Test

Graded items

Chapter Assignments:	11 Assignments for a total of 313 points
Discussion Posts:	10 Discussions for a total of 250 points (15 for initial response posted by Thursday at 10:00 p.m., 5 points each for responses to two classmates posted by Sunday at 10:00 p.m.)
Quizzes:	13 Quizzes for a total of 371 points
Final Exam:	100 points

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. Be sure to take the necessary amount of time to appropriately complete and submit the assignments by the due date/time. 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, please 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 by 10:00 p.m. and appropriate responses to two classmates are due by 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.

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.

Academic and Institution Policies

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.

AI Student Policy:

Unless otherwise indicated in the course syllabus, or in individual instructions for course assignments, or in the absence of the express consent of the course instructor, students are not

allowed to utilize generative AI to help produce any of their academic work. Any violation of this policy will be considered an act of academic dishonesty as outlined within the Dakota College Code of Student Life.

RESPONSIBILITIES

Students	• Responsible for following the syllabus and assignment instructions regarding use of generative AI for all academic work. • Obtain permission of the instructor prior to the use of generative AI that is outside of the syllabus or assignment instructions. Provide appropriate rationale for how the use of generative AI will enhance the learning experience for the assignment. • In instances where generative AI is permissible, appropriately cite the generative AI program used and indicate where in the assignment it was used, in a brief submission statement.
Faculty	• Determine if the use of generative AI could enhance student learning in any assignment or project. • Clearly indicate in all course syllabi if generative AI is allowable for any academic work. • If allowable, give specific parameters for how and when generative AI may be used. • If a violation of generative AI for the individual course/syllabus is suspected, discuss the concern with the student. If violation is still suspected, inform the appropriate semester coordinator/program director.