



Course Title: Records Management
Course #: ADM 115- ONL

Credit Hours: 3
Semester: Spring 2022
Cap: 15

Faculty: Valencia T. Begay
Office: Monday thru Friday

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Office Phone: (928) 882-3138

Office Hours (face-to-face or online): Online

Preferred Communication (email and/or text; will respond within 24 hours): Email is the best way to make contact.

Modality (face-to-face, hybrid, or online): Online

Class Location and Meeting Times (if face-to-face): Online

Meeting Hours and Online Hours (if hybrid): Will be online on Monday and Tuesday evening if there are any questions and for attendance.

Required Materials: Textbook

Textbooks: Records Management, 10th Edition

ISBN: 978-0-538-73141-6

Tools: Textbook, Computer/ Laptop

Laptop and Internet Access: Every student is required to own a laptop and have internet access.

Lab Fee (if applicable): N/A

Mission, Vision, and Philosophy

Mission: Navajo Technical University honors Diné culture and language, while educating for the future.

Vision: Navajo Technical University provides an excellent educational experience in a supportive, culturally diverse environment, enabling all community members to grow intellectually, culturally, and economically.

Philosophy: Through the teachings of Nitsáhákees (thinking), Nahátá (planning), Íina (implementing), and Siihasin (reflection), students acquire quality education in diverse fields, while preserving cultural values and gaining economic opportunities.

Course Description

Course Outcomes	Course Assessments
Real world application of records management strategies.	Assignments, homework, chapter quizzes, tests, mid terms and final exam.
Real world application of records management strategies.	
Evaluation of understanding of Records Management.	

Connections to Program Assessment (Course-Embedded Measures)

Course Activities

Week	Date	Class Topics/Reading Due	Assignments Due	Assessments
1	01/24/22	Introductions and Chapter 1: Records and Information Management	Due at the end of the month	Pre-Assessment Quiz 1
	01/21	Last day to add/drop		
2	01/31	Chapter 2: The RIM Environment	Blackboard	Quiz 2
3	02/07	Chapter 3: Alphabetic Indexing Rules 1-4	Blackboard	Quiz 3
4	02/14	Chapter 4: Alphabetic Indexing 5-8	Blackboard	Quiz 4
5	02/21	Chapter 5: Alphabetic Indexing 9-10	Blackboard	Quiz 5
	02/25	Graduation Petition due		
6	02/28	Chapter 6: Alphabetic Records Management, Equipment and Procedures	Blackboard	Quiz 6
7	03/07	Midterm	Blackboard	MidTerm
	03/11/2022	Midterm grades due		
	03/31/2022	Last day to withdraw with "W"		
8	03/07	Chapter 7: Storing, Retrieving and Transferring Records	Blackboard	Quiz 7
9	03/14	Chapter 8: Subject Records Management	Blackboard	Quiz 8
10	03/21	Chapter 9: Numeric Records Management	Blackboard	Quiz 9
11	03/28	Chapter 10: Geographic Records Management	Blackboard	Quiz 10
12	04/04	Chapter 11: Electronic Records File Management	Blackboard	Quiz 11
13	04/11	Chapter 12: Electronic Media and Image Records	Blackboard	Quiz 12
14	04/18	Chapter 13: Electronic Records Management Tools and Processes	Blackboard	Quiz 13
15	04/25	Review	Blackboard	
16	05/02	Final Exams-		
17	05/09	Final Exam Week	Finals	
	05/12	Grades due to the Registrar		
	05/13	Graduation		

Grading Plan

Homework/ Assignments: 20%

Class Participation/ Attendance: 20%

Quizzes: 20%

Mid-term: 20%

Final Exam: 20%

A = 100-90%

B = 89-80%

C = 79-70%

D = 69-60%

F = 59% or less

Grading Policy

Students must do their own work. Cheating and plagiarism are strictly forbidden. Cheating includes (but is not limited to) plagiarism, submission of work that is not one's own, submission or use of falsified data, unauthorized access to exams or assignments, use of unauthorized material during an exam, or supplying or communicating unauthorized information for assignments or exams.

Participation

Students are expected to attend and participate in all class activities. Points will be given to students who actively participate in class activities including guest speakers, field trips, laboratories, and all other classroom events.

Cell phone and headphone use

Please turn cell phones off **before** coming to class. Cell phone courtesy is essential to quality classroom learning. Headphones must be removed before coming to class.

Attendance Policy

Students are expected to attend all class sessions. If more than ten minutes late, students will be counted as absent. A percentage of the student's grade will be based on class attendance and participation. Absence from class, regardless of the reason, does not relieve the student of responsibility to complete all course work by required deadlines. Furthermore, it is the student's responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by the instructor. Incomplete or missing assignments will necessarily affect the student's grades. Instructors will report excessive and/or unexplained absences to the Counseling Department for investigation and potential intervention. **Instructors may drop students from the class after three (3) absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable.**

Study Time Outside of Class for Face-to-Face Courses

For every credit hour in class, a student is expected to spend two hours outside of class studying course materials.

Study Time for Hybrid or Blended Courses

For a hybrid or blended course of one credit hour, a student is expected to spend three hours per week studying course materials.

Study Time for Online Courses

For an online course of one credit hour, a student is expected to spend four hours per week studying course materials.

Academic Integrity

Integrity (honesty) is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students who engage in academic dishonesty diminish their education and bring discredit to the University community. Avoid situations likely to compromise academic integrity such as: cheating, facilitating academic dishonesty, and plagiarism; modifying academic work to obtain additional credit in the same class unless approved in advance by the instructor, failure to observe rules of academic integrity established by the instructor. **The use of another person's ideas or work claimed as your own without acknowledging the original source is known as plagiarism and is prohibited.**

Diné Philosophy of Education

The Diné Philosophy of Education (DPE) is incorporated into every class for students to become aware of and to understand the significance of the four Diné philosophical elements, including its affiliation with the four directions, four sacred mountains, the four set of thought processes and so forth: Nitsáhákees, Nahát'á, Íina and Siih Hasin which are essential and relevant to self-identity, respect and wisdom to achieve career goals successfully.

At NTU's Zuni Campus, the A:shiwí Philosophy of Education offers essential elements for helping students develop Indigenous and Western understandings. Yam de bena: dap haydoshna: akkya hon detsemak a:wannikwa da: hon de:tsemak a:ts'umme. *Our language and ceremonies allow our people to maintain strength and knowledge.* A:shiwí core values of hon i:yyułashik'yanna:wa (respect), hon delank'oha:willa:wa (kindness and empathy), hon i:yyayumola:wa (honesty and trustworthiness), and hon kohoł lewuna:wediyahnan, wan hon kela i:tsemanna (think critically) are central to attaining strength and knowledge. They help learners develop positive self-identity, respect, kindness, and critical thinking skills to achieve life goals successfully.

Students with Disabilities

Navajo Technical University is committed to serving all students in a non-discriminatory and accommodating manner. Any student who feels that she or he may need special accommodations should contact the Accommodations Office (<http://www.navajotech.edu/student-services#accommodations-services>) in accordance with the university's Disability Accommodations Policy (see http://www.navajotech.edu/images/about/policiesDocs/Disability_Exhibit-A_6-26-2018.pdf).

Email Address

Students are required to use NTU's email address for all communications with faculty and staff.