

**Revised:** \* March, 2018 **Term:** Spring 2018

*\*Note: the instructor reserves the right to change this syllabus should it become necessary.*

**Course Title:** RECORDS MANAGEMENT

**Course Number:** SE101

**Quarter Credit Hours:** 4.8

**Prerequisites:** none

**Lecture Hours:** 48

**Laboratory Hours:** 00

**Out-of-Class Hours:** 96

**Course Description:**

Modern filing rules and procedures are studied and practiced. ◊

<b>Instructor</b>	Leasa Davis, RCPAA	<b>Office Hours</b>	Friday 9-12:30 or by appointment
<b>Email</b>	ldavis@msc.edu	<b>Phone</b>	304-485-5487
<b>Additional Details</b>	n/a		

**Instructional Materials and Technology Requirements:**

Textbook Title: Records Management, 9th Edition

Authors: Judith Read and Mary Lee Ginn

Publisher: South-Western, Cengage Learning, Mason, Ohio 2011

ISBN: 978-0-538-73141-6

Packet Title: Records Management Simulation

Authors: Judith read and Mary Lea Ginn

Publisher: South-Western, Cengage Learning, Mason, Ohio 2011

ISBN: 978-0-538-73142-3

**Software Requirements:**

Sakai

Microsoft Word

**Course Objectives:**

Upon completion of this course, the student should be able to:

- Discuss the challenges of records management and its importance to organizations.
- Identify the functions necessary to operate a records management program effectively and identify possible careers in the files.
- Index, code, and arrange minor words, symbols, single letters, abbreviations, punctuation and possessives in personal names and in business names.
- Apply alphabetic filing procedures and prepare and arrange cross references for personal and business names.
- Index, code, arrange, and sort personal names, business names, names of organizations, and institutions with titles, suffixes, articles, particles, and numbers.
- Apply alphabetic filing procedures and index, code, arrange, and sort personal and business names that are identical or foreign and government names and prepare cross references where necessary.
- Describe elements found in an electronic data base and find and sort data.
- Explain terms used in correspondence records management systems.
- Identify the basic types of equipment and supplies for correspondence records storage and the consideration for selection storage equipment and supplies and how color can be used in correspondence records storage.
- Define subject records management; list the advantages and disadvantages of using it, and describe the guides, folders, labels, and indexes used for subject records storage.
- Define numeric records management and list three reasons for its use.
- List the advantages and disadvantages of consecutive numeric records storage.
- Explain geographic records management, the procedures used in this method and the kinds of organizations where it would be

used.

-Define electronic record and image record and describe the relationship between the two records media, and discuss retention of active and inactive electronic records and records safety and security.

**Instructional Methods:** *(Description of how the course will be taught, including lecture, lab, online, community activities, etc.)*

Students will utilize the Sakai System online to complete several activities. Specific instructions are given to students to allow them to transition into online courses easily. The instructor will be available to answer questions on Fridays between the hours of 9:00 a.m. and 12:30 p.m. and by appointment.

-Illustrations of the assignments will be given.

-Handouts and worksheets will be given to help facilitate the learning process. These will be located under the Resources Tool.

-Vocabulary terms lists are given to promote an understanding of the terminology with quizzes given to assure student comprehension. These are located in the Assignment

-Jobs from the simulation packet will be used to allow for additional practice of materials learned in each chapter.

-Test are given at the end of each chapter to allow students to demonstrate their comprehension of the materials presented.

**Assessment Criteria and Evaluation Methods:** *(Weight of tests, assignments, etc. and basis for determination of final grade)*

-Assignments include Discuss and Review Questions for the chapters covered each being worth 100 points. Applications for the chapters covered must also be submitted for a grade.

-9 Quizzes worth 100 points each composed of vocabulary terms will be administered. Quizzes, questions, and applications are averaged to compose one-third of the student's grade.

-10 test each worth 100 points covering each of the chapters covered in the course, with the exception of Chapter 11, will be given to access student's comprehension. There will not be a separate test on Chapter 11, but the materials from that chapter will be on the Final Exam. There will be a comprehensive Final Exam. The Final Exam grade will not be dropped, and all students must take the Final Exam in order to pass the course.

-Tests are worth two-thirds of the student's grade. Quizzes, questions, and applications account for one-third of the students' grade.

-The lowest quiz grade, the lowest grade for the questions, and the lowest test grade will be dropped before the grades are averaged. This is a safeguard that will allow for any problems that may exist during the quarter in which a student is unable to complete a test, an assignment or a quiz. All students must take the Final Exam to pass the course. The Final Exam grade will not be dropped. If a student's grade falls below a "C" average the student will be requested to come in for additional assistance.

Grading Scale:

Grading Scale	Letter	A	B	C	D	F	S	U
	Percent	90-100	80-89	70-79	60-69	0-59	Satisfactory	Unsatisfactory
	Numeric	4.0	3.0	2.0	1.0	0.0	-	-

**Policies and Other Information:**

Attendance:

Any student habitually absent cannot hope to benefit from an instructor's knowledge, supplementary material, and any personal help necessary to achieve satisfactory grades. Online students inactive for 14 consecutive calendar days will be administratively withdrawn from the course. If a student is administratively withdrawn from all courses in a term, the student will be withdrawn from the College. All absences are recorded and cannot be excused regardless of the reason.

Make-up Work:

The make-up policy only applies to test and quizzes. Make-up work will be allowed in the event the student or student's child is admitted to the hospital (doctor appointments do not qualify), the student is ordered to appear for court, or the student

experiences a death in the immediate family (spouse, partner, child, or parent). Documentation is required (hospital discharge papers, court records, etc.). The student must inform the Director of Student Services and the Instructor as soon as possible; failing to inform or provide proper documentation will result in make-up work being disallowed. For all other reasons, the make-up policy is at the discretion of the instructor.

### Course Schedule and Topical Outline

Week	Objective and Supporting Activity	Out of Class Activities
1	Chapter 1 – Records Management -Introduction of course, review syllabus, and policies -Assign Chapter 1 -Vocabulary terms list provided -Assignment of Chapter 1 Review and Discuss Questions -Completion of Chapter 1 Test	-Read and study Chapter 1 (1.5 hours) -Define vocabulary words and prepare for vocabulary quiz (1.5 hours) -Complete and submit Review and Discuss Questions (1 hour) -Prepare for Chapter 1 Test (2 hours)
2	Chapter 2 – Alphabetic Indexing Rules 1- 4 -Assign Chapter 2 -Vocabulary terms list provided -Provide handouts on Alphabetic Indexing Rules 1-4 -Assignment of Chapter 2 Review and Discuss Questions -Assign Chapter 2 Applications -Assign Job 1 -Completion of Chapter 2 Test	-Read and study Chapter 2 (2 hours) -Define vocabulary words and prepare for vocabulary quiz (1.5 hours) -Complete and submit Review and Discuss Questions (1 hour) -Complete and submit Chapter 2 Applications (1.5 hours) -Complete and submit Job 1 (2 hours) -Prepare for Chapter 2 Test (2 hours)
3	Chapter 3 – Alphabetic Indexing Rules 5-8 -Assign Chapter 3 -Handouts on Alphabetic Indexing Rules 5-8 -Assignment of Chapter 3 Review and Discuss Questions -Assign Chapter 3 Applications -Assign Job 2 -Completion of Chapter 3 Test	-Read and study Chapter 3 (2 hours) -Complete and submit Chapter 3 Review and Discuss Questions (1 hour) -Complete and submit Chapter 3 Applications (1.5 hours) -Complete and submit Job 2 (2 hours) -Prepare for Chapter 3 Test (2 hours)
4	Chapter 4 – Alphabetic Indexing Rules 9-10 -Assign Chapter 4 -Handouts on Alphabetic Indexing Rules 9-10 -Assign Chapter 4 Review and Discuss Questions -Assignment of Chapter 4 Applications -Assign Job 3 -Completion of Chapter 4 Test	-Read and study Chapter 4 (2 hours) -Complete and submit Chapter 4 Review and Discuss Questions (1.5 hours) -Complete and submit Chapter 4 Applications (1.5 hours) -Complete and submit Job 3 (2 hours) Prepare for Chapter 4 Test ( 2 hours)
5	Chapter 5 – Electronic File Management -Assign Chapter 5 -Vocabulary terms list provided -Assignment of Chapter 5 Review and Discuss Questions -Assign Chapter 5 Applications -Assign Job 4 -Completion of Chapter 5 Test	-Read and study Chapter 5 (2 hours) -Define vocabulary words and prepare for vocabulary quiz (1.5 hours) -Complete and submit Chapter 5 Review and Discuss Questions (1 hour) -Complete and submit Chapter 5 Applications (1 hour) -Complete and submit Job 4 (2 hours) -Prepare for Chapter 5 Test (2 hours)
6	Chapter 6 – Alphabetic Records Management, Equipment, and Procedures -Assign Chapter 6 -Vocabulary terms list provided -Assignment of Chapter 6 Review and Discuss Questions -Assign Chapter 6 Applications -Assign Job 5 -Assign Job 6 -Completion of Chapter 6 Test	-Read and study Chapter 6 (2 hours) -Define vocabulary words and prepare for vocabulary quiz (1.5 hours) -Complete and submit Chapter 6 Review and Discuss Questions (1 hour) -Complete and submit Chapter 6 Applications (1 hour) Complete and submit Job 5 (2 hours) Prepare for Chapter 6 Test (2 hours)
7	Chapter 7 – Storing, Retrieving, and Transferring Records -Assign Chapter 7 -Vocabulary terms list provided -Assignment of Chapter 7 Review and Discuss Questions	-Read and study Chapter 7 (2 hours) -Define vocabulary words and prepare for vocabulary quiz (1.5 hours) -Complete and submit Chapter 7 Review and Discuss

	-Assign Chapter 7 Applications -Completion of Chapter 7 Test	Questions (2 hours) -Complete and submit Chapter 7 Applications (1 hour) -Prepare for Chapter 7 Test (2 hours)
8	Chapter 8 – Subject Records Management Assign Chapter 8 -Vocabulary terms list provided -Assignment of Chapter 8 Review and Discuss Questions -Assign Chapter 8 Applications -Completion of Chapter 8 Test	-Read and study Chapter 8 (2 hours) -Define vocabulary words and prepare for vocabulary quiz (1.5 hours) -Complete and submit Chapter 8 Review and Discuss Questions (2 hours) -Complete and submit Chapter 8 Applications (1 hour) -Prepare for Chapter 8 Test (2 hours)
9	Chapter 9 – Numeric Records Management -Assign Chapter 9 -Vocabulary terms list provided -Assignment of Chapter 9 Review and Discuss Questions -Assign Chapter 9 Applications -Completion of Chapter 9 Test	-Read and study Chapter 9 (2 hours) -Define vocabulary words and prepare for vocabulary quiz (1.5 hours) -Complete and submit Chapter 9 Review and Discuss Questions (2 hours) -Complete and submit Chapter 9 Applications (1 hour) -Prepare for Chapter 9 Test (2 hours)
10	Chapter 10 – Geographic Records Management -Assign Chapter 10 -Vocabulary terms list provided -Assignment of Chapter 10 Review and Discuss Questions -Assign Chapter 10 Applications -Completion of Chapter 10 Test	-Read and study Chapter 10 (2 hours) -Define vocabulary words and prepare for vocabulary quiz (1.5 hours) -Complete and submit Chapter 10 Review and Discuss Questions (1.5 hours) -Complete and submit Chapter 10 Applications (1 hour) -Study and complete Chapter 10 Test (2 hours) -Start preparing for the Final Exam (2 hours)
11	Chapter 11 – Electronic and Image Records -Assign Chapter 11 -Vocabulary terms list provided -Assignment of Chapter 11 Review and Discuss Questions -Completion of Final Exam	-Read and study Chapter 11 (2 hours) -Define vocabulary words and prepare for vocabulary quiz (1.5 hours) -Complete and submit Chapter 11 Review and Discuss Questions (1.5 hours) -Prepare for the Final Exam (3 hours)
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