

QUARTER 1, SPRING 2010

MWF 9:00 - 9:50, BUS 41

#51903: 1/11/10-3/12/10

INSTRUCTOR: TONI ENSZ

OFFICE: BE 46

PHONE: 638-3641, EXT: 3785

EMAIL: toni.ensz@reedleycollege.edu

OFFICE HOURS: T TH 9:00-10:00 AND W 12:00 – 1:00 IN BUS 41 OR BY APPOINTMENT

REQUIRED TEXT AND SUPPLIES:

- Records Management Supplementary Practice Kit, 8th Edition, Judy Read & Mary Lea Ginn,
 - ISBN 0-538-72970-8

COURSE DESCRIPTION:

This course is an introduction to basic rules of filing in alphabetic, numeric, subject, and geographical filing systems. Students will learn equipment and supplies needed, retention, retrieval, and the transfer phase of the record life cycle.

COURSE OUTCOMES:

Upon completion of this course, students will be able to:

1. use basic terminology of records storage, equipment and supplies, and methods of storage.
2. apply the principles and procedures of the alphabetic, numeric, subject, and geographic methods of filing.
3. file, retrieve, and transfer business documents according to ARMA rules.
4. properly code and index names of individuals, business organizations, governmental agencies, and other names.

COURSE OBJECTIVES:

In the process of completing this course, students will:

1. recall basic filing and records management terms, fundamental uses of filing equipment and supplies, and methods of storage
2. practice identifying records, coding records, and filing records within an alphabetic, numerical, subject, or geographic records management system

COURSE CONTENT OUTLINE:

In the process of completing this course, students will:

1. Recall basic filing and records management terms, fundamental uses of filing equipment and supplies, and methods of storage
2. Practice identifying records, coding records, and filing records within an alphabetic, numerical, subject, or geographic records management system
3. Introduction to Filing
 - How records are classified and used in an office
 - Relevant legislation
 - Possible careers
 - Basic terminology

4. Alphabetic Indexing
 - Rules for personal and business names, organizations and institutions, and governmental names
 - Cross-references
5. Subject categories used within an alphabetic arrangement
 - Equipment and Supplies
 - Types of storage equipment
 - Methods of storage
 - Folders, guides, labels
 - Security
6. Subject Records Storage
 - When subject records storage method is needed
 - Dictionary and encyclopedic subject file arrangements
 - Four indexes used
 - Supplies needed
7. Numeric Method
 - Basic components
 - Conversion process from alphabetic to numeric
 - Consecutive and nonconsecutive storage methods
 - Records stored chronologically
8. Geographic Records Storage
 - Reasons for use
 - Indexing and coding for geographic method
 - Cross-referencing

ATTENDANCE AND TARDIES:

- Just as it is expected that employees will be present for all workdays, students are expected to attend all class meetings, be on time, and be in class the entire class session. Roll is taken each class period. The only excused absences are those due to a school-related activity or a requirement to appear in court and you must let me know before the absence. Any other absence, calling me to tell me you will be absent does not excuse you but is considered professional courtesy and will be noted in your attendance record. (On the job, if you do not call prior to being absent, you will be reprimanded or fired.) Students leaving class before the end of class will be recorded as a tardy and 3 points will be deducted from participation.
- Try not to be late for an exam. If you are late, you may take the exam up to the time the first student finishes the exam and leaves. After the first student leaves, you may not take the exam and it will count as a missed exam.
- If you decide to drop the course, it is your responsibility to make the drop official in the Admissions and Records office or else possibly receive a grade of F. **Check the Schedule of Courses for the drop date.**
- I do not accept late work, nor do I allow for make-up work (this includes in-class work, homework, and tests). This means you need to be in class and do the work as assigned. If you are aware you are going to be absent, you may complete the assignment and hand it in early, but no late work will be accepted.
- In this class, you are allowed 4 absences (not necessarily consecutive) before being dropped from the class. Absences and tardies will affect your grade. Five points will be deducted each day of non participation and 3 points for each tardy.

- Students are expected to be on time. Two tardies are considered 1 absence.

HOLIDAYS:

Monday, January 19
Friday, February 13
Monday, February 16

TESTS:

- There are no make-ups for missed tests. If you foresee that you have an unavoidable situation on an upcoming test date, you may arrange to take the test early. No late tests will be allowed. Telephone or email me to discuss a specific situation.

FINAL EXAM:

- A comprehensive final exam will be given at the end of the quarter. The final exam will be given during 2 class periods during the last week of classes.

GRADING:

Quizzes and Class Participation 20%
Homework 30%
Tests 40%
Final 10%

Grade	Percentage of total points
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and lower

CELL PHONES:

- Please place your phones on vibrate before class begins. No texting allowed in class. If you must take a phone call, please step out of the classroom when talking. I will ask you to leave class and deduct 3 points from your participation grade if you continually have your phone out during class.

ADA:

- If you have special needs as addressed by the Americans with Disabilities (ADA) act including alternate media requests, please notify your course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

ACADEMIC DISHONESTY:

- Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.
- CHEATING is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

- PLAGIARISM is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.
- Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on a particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

Receipt and Acknowledgement of OT 44 syllabus

I, _____ acknowledge the receipt of this OT 44 syllabus.
(Print your name legibly)

I have read the guide and understand the policies and procedures of this course. I particularly understand the policies regarding **Attendance, make-ups, cell phones, and Grading**, as outlined in this document.

Signature _____

Id # _____

Date _____

Phone # _____

Email _____