

Quarter 1, Spring 2012

MWF 10:00-10:50 in POR-5

#51903 : 1/9-3/9/2012

Mrs. Pam Gilmore

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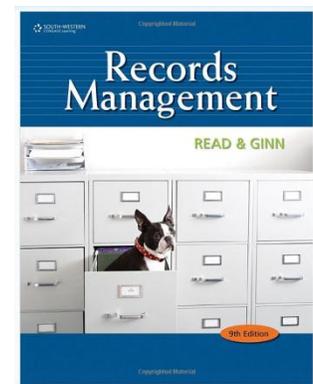
Office Hours in BE 48: Tuesdays, 12-2; Thursdays, 12-3; or by appointment

**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.

**REQUIRED TEXT AND SUPPLIES:**

Records Management Supplementary Practice Kit,  
9th Edition, Judy Read & Mary Lea Ginn  
(The book is not required. The Kit is required.)

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

## ATTENDANCE:

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. The only excused absences are those due to a school-related activity or a requirement to appear in court. Calling me to tell me you will be absent does not excuse you but is considered a professional courtesy and will be noted in your attendance record. Students leaving class before the end of class will be recorded as absent. Your classmates and I would greatly appreciate that students in the class take care of any personal needs (i.e., using the restroom, getting a drink, sharpening a pencil) before class begins. 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.

STUDENTS WILL BE DROPPED FROM THIS COURSE ON THE 3<sup>RD</sup> CONSECUTIVE ABSENCE OR ON THE 4<sup>TH</sup> NON-CONSECUTIVE ABSENCE PRIOR TO THE DROP DEADLINE.

HOLIDAYS: Martin Luther King, Monday, 1/16; Presidents' Weekend, Monday, 2/20

DROP DEADLINE: TBA

## CLASS PARTICIPATION

Students are required to participate in all class discussions and activities. Participation points are earned in this class. You may not start the homework during class. You may not study for another class, sleep, surf the Internet, or read a book during class. **CELL PHONES MUST REMAIN SILENT AND OUT OF SITE DURING CLASS.** Participation points will be lost if a student's cell phone is within view. Headphones/ear buds are not to be used during lecture or exams.

## TARDIES:

Students are expected to be on time. It is distracting, rude and unfair to fellow classmates and to the instructor when a student is late. Two tardies results in a loss of 1 participation point.

## HOMEWORK:

Some homework will be collected. Each assignment collected will be graded on completeness, neatness, and effort. Homework should be written or keyboarded on one side of a standard sized paper 8 ½ x 11 (No spiral paper, please) stapled in the upper left-hand corner, and in order. Record the class name, your name, homework (chapter and problems), and date on each homework assignment. No late homework will be accepted! *Note: Being absent the day homework is collected does not entitle you to turn it in late!* Telephone or email me to discuss your specific situation.

## QUIZZES:

Quizzes may be announced. There are no makeup's for missed quizzes. POP Quizzes will be given each time a cell phone is activated or a text message is sent or received during class.

## TESTS:

There are no makeup's 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 two-hour comprehensive final exam will be given at the end of the quarter. The date and time of the exam is as follows: **Friday, March 9, 10-10:50.**

## PARTICIPATION:

Students are required to participate in all class discussions and activities. Participation Points are earned in this course. You may not start the homework during class. You may not study for another class, sleep, read a book or access the Internet during class.

## GRADING:

- QUIZZES & CLASS PARTICIPATION: 20%
- LAB ASSIGNMENTS: 30%
- TESTS: 50%

Percent of Total Points	Grade
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

## WEB ADDRESS TO ACCESS YOUR PROGRESS GRADES:

<http://sc.webgrade.classmanager.com/reedleycollege/>

Your User ID is the same as your Reedley College Student ID.

I will email you your password at the end of week 2.

## 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.