

SPRING 2021: ONLINE
#56688: 1/11/21 – 3/12/21

INSTRUCTOR: TIFFANY DIX

COMMUNICATION POLICY

There are several ways to connect with me throughout the duration of this course:

Email: For the quickest response, please message me using the 'Inbox' tab via Canvas. This method is very efficient, and your email message will be automatically tagged with your course name/number. You may also email me at: tiffany.dix@reedleycollege.edu
Please remember to include your full name, course and any other pertinent information. I will try my best to respond within 24 hours.

(NOTE: Regular Business Hours are Monday through Friday, 9am - 5pm)

Phone: A Google voicemail line has been set up for students who prefer to communicate via phone, please call: **(559) 462-0234**. Make sure you clearly state your full name, course, and any other pertinent information. A transcript of your message will be emailed to me.

(Same 24hr. response time applies to phone messages)

Zoom: One weekly office hour via teleconference will be available for all registered students. Meeting time, link & password will be posted in Canvas 'Announcements'.

Q & A Cafe: A discussion board will be available at all times for general questions. Q & A will be monitored by me daily; however, answers may also be provided by fellow students.

REQUIRED TEXT AND SUPPLIES

- ❖ Records Management Supplementary Practice Kit, 10th Edition, Judy Read & Mary Lea Ginn,
- ❖ ISBN 978-1-305-11917-8

COURSE DESCRIPTION

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

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
3. manage records electronically using computer software including file management software

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 according to American Records Management Association (ARMA) rules.
3. Properly code and index names of individuals, business organizations, governmental agencies, and other names.
4. Apply the principles and procedures of electronic records management at the file clerk level of competency.

COURSE OUTLINE**1. Introduction to Filing**

- a. How records are classified and used in an office
- b. Relevant legislation
- c. Possible careers
- d. Basic terminology

2. Alphabetic Indexing

- a. Rules for personal and business names, organizations and institutions, and governmental names
- b. Cross-references
- c. Subject categories used within an alphabetic arrangement

3. Equipment and Supplies

- a. Types of storage equipment
- b. Methods of storage
- c. Folders, guides, labels
- d. Security

4. 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

5. Numeric Method

- a. Basic components
- b. Conversion process from alphabetic to numeric
- c. Consecutive and nonconsecutive storage methods
- d. Records stored chronologically

6. Geographic Records Storage

- a. Reasons for use
- b. Indexing and coding for geographic method
- c. Cross-referencing

7. Electronic Records Management

- a. Electronic records lifecycle
- b. Classification of electronic records
- c. Retention and maintenance
- d. Disposition
- e. Electronic databases

PARTICIPATION / ATTENDANCE

Participation is KEY in an online learning environment! As such, your participation score will be based on several factors, including weekly Zoom meetings, discussion board responses, homework and test submissions.

- Students will be dropped from this course as a “no-show” if they do not attend the initial mandatory Zoom meeting.
- If you decide to drop the course at any time throughout the semester, it is your responsibility to make the drop official in the Admissions and Records office or else possibly receive a failing grade.

Tuesday, February 9th is the final drop date for this course!

LATE WORK / TESTS

It is very important that you pay close attention to all posted due dates as I do not allow late work of any kind. There are no make-ups for missed assignments, tests or quizzes. However, if you foresee an unavoidable situation on an upcoming test date, you may arrange to take the test early. Please contact me to discuss your specific situation.

HOLIDAY

- Monday, January 18th – Martin Luther King, Jr.
- Friday, February 12th – Lincoln Day
- Monday, February 15th – Washington Day

FINAL EXAM

A comprehensive final exam will be given at the end of the course.

Final Exam Date:

TBA

GRADING:

Participation/Problem Solving	20%
Homework/Projects	20%
Tests & Quizzes	30%
Skill Demonstrations	20%
Final	10%

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

Accessing your grades:

- Progress grades will be available via Canvas throughout the semester.

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.

IMPORTANT! PLEASE READ: Syllabus Receipt and Acknowledgment

**Please submit response via Canvas
(*syllabus assignment*) acknowledging
that you have read and understand the
entire course syllabus.**