

**H. COUNCIL TRENHOLM STATE COMMUNITY COLLEGE
SPRING SEMESTER 2018 COURSE SYLLABUS**

COURSE NUMBER AND NAME: OAD 138 - Records & Information Management

MEETING DAYS/TIMES: M/W - 10:00am – 11:30am

COURSE LOCATION: Macon County Career & Technical Education
Center/Annex. Room 107

Instructor:	William C. Turner
Office Location/Hours:	MCCTEC Annex 8:00am – 10:00am
Phone Number:	(334) 724-1236, ext. 12091
Email Address:	wturner@trenholmstate.edu

Course Description

This course focuses on managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures.

Semester Credit Hours - 3 Contact Hours – 3 Prerequisite – None

Required Materials (Student's responsibility—Students will not be allowed to participate in this course without these required materials)

Text: *Records Management, 10th Edition*, Judith Read and Mary Lea Ginn. South-Western/Cengage Learning, ©2016

Portable Storage Device: 1

Other: Valid TSTC Student Email Account

REQUIREMENTS FOR LAB/SHOP/CLINICAL PARTICIPATION: This course has no labs, shops, or clinical.

HARDWARE/SOFTWARE REQUIREMENTS

To participate in this course, all students must have access to a personal computer with internet service. College computers in the Learning Enhancement Center computer labs, in the libraries, and in certain Computer Science (CIS) labs may be used during normal College operating hours. To ensure compatibility with online course materials, make sure your computer has one of the following operating systems and the necessary software plug-ins:

System Requirements		
Please verify that your computer meets the minimum system requirements for this course.		
	With these operating systems:	You can use these browsers:
Windows	Windows 7	IE (Internet Explorer) 8 Opera 9
	Windows Vista™	IE7 and IE8 Firefox 2.x and 3.x Chrome, Opera 9
	Windows XP	IE6, IE7 and IE8 Firefox 2.x and 3.x Opera 9
Macintosh	MacOS 9.1+	Safari 4 Firefox 3.x Chrome, Opera 9
	MacOS X	Safari 3.x and 4 Firefox 2.x and 3.x Chrome, Opera 9

Software Plug-in Requirements		
Software	Needed For:	Download Site:
Microsoft Word or Word Viewer	Viewing text files such as instructions for extra credit assignments	Microsoft Download Center at http://www.microsoft.com/downloads/en/default.aspx
Microsoft PowerPoint 2007 or PowerPoint Viewer	Viewing slide presentations on chapter material and completing homework assignments	Microsoft Download Center at http://www.microsoft.com/downloads/en/default.aspx
Adobe Reader	Viewing PDF files	Download using the appropriate download link that appears when attempting to access a resource that requires software not found on your computer

OBTAINING TECHNICAL SUPPORT: Technical support for Moodle is provided and maintained by Trenholm State's IT department during the school's hours of operation. All technical issues with Moodle are to be reported to **your instructor** via telephone or email Monday through Thursday. Issues occurring Friday through Sunday and on holidays will be reported to the IT department by the next business day.

RESPONSE TIMES FOR STUDENT E-MAILS/PHONE CALLS: Your instructor will respond within 24 hours to voice mail messages and e-mails sent Monday through Thursday and by the next business day for those sent from Friday through Sunday and on holidays.

COURSE PARTICIPATION POLICY: According to the college attendance policy (see college catalog), students must demonstrate a minimum level of participation to receive college credit for a course. For [online students](#), this means **attending class on campus three times (course orientation, midterm exam, and final exam) and weekly log-ins to the course website. Failure to log in for any three weeks (consecutive or not) will result in an unofficial withdrawal from the course!**

For traditional students, the following attendance policy applies: Each student is expected to participate in all assigned course activities. In order to receive credit for the course, a student must attend 85% of the scheduled class meetings. Prior to 70% of the term being completed, instructors must unofficially withdraw (drop) students who are absent in excess of 15% of the scheduled class meetings. Any combination of three tardies or early exits will count as one missed class meeting. No absences are excused except those due to official military orders or jury duty. Students should submit documentation for excused absences in advance to prevent an instructor-initiated withdrawal. The following table shows the maximum number of unexcused absences per term: April 3, 2018—Last day to withdraw without academic penalty.

Maximum Number of Absences Allowed		
Class Schedule	Spring , Summer, or Fall Semester	Summer Term
3 meetings per week	7	5
2 meetings per week	5	3

If a student officially withdraws or is unofficially withdrawn (breaks the Attendance Policy) prior to 70% of the term, April 3, 2018 he/she will receive a “W”. After 70% of the term, April 3, 2018, has been completed, a student who misses class will not be allowed to make up any missed work unless he/she receives prior approval from the instructor. A student will not be issued an “I” based on absences; instead, a student will receive the grade he/she earns, with a grade of “0” being given for any homework, exam, project, or other assignment not completed. Final grades will be calculated based on all assignments required, regardless of whether or not the student has completed those assignments. Please see the attendance section in the Student Handbook found on the College’s website— www.trenholmstate.edu.

E-Mail

Students are requested to utilize the email account assigned by the college. College email can be accessed by logging on to www.trenholmstate.edu and clicking on the “Web Mail” link in the Student Information Center section.

Username format: First initial of first name, last name, birth month, birthday
Example: jdoe0624

Password format: Birth month, birthday, birth year in two-digit format
Example: 062481

Class Procedures

1. Students are responsible for being extremely familiar with the Student Handbook. The Student Handbook can be accessed on the college’s website. From the main page click on the “Catalog” link located in the top right corner. Next, click on the “Handbook” link. The Student Handbook addresses items to include the Student Dress Requirements, the policy for phones and beepers, the Disability and Sexual Harassment Policies, the College Acceptable Use Policy for the Internet, and the College Attendance Policy.
2. Students are required to attend at least 85% of this course. Failure to log onto the course website for three weeks (consecutive or not), will result in withdrawal from the course.

3. All class assignments including homework, quizzes and projects are due on the specified date. **Late assignments will be lowered one full grade and will not be accepted beyond one week of the original due date.** It is the responsibility of the student to notify the instructor of any assignments that have been missed. When submitting late assignments, students must inform the instructor by email. Please include the name/number of the late assignment in the email.
4. Quizzes are taken online. Midterm and final exams are administered in the classroom during the regular scheduled class time.
5. All projects/assignments are to be typed, printed, and submitted for grading.
6. Online class assignments (online class only) are to be uploaded via the online classroom environment as follows: assignments (in order), your name, date, assignment title, assignment sub-category (example: review and discussion questions, applications) and appropriate question numbers with answers only. Assignments are to be submitted as **Microsoft® Word, Note Pad, or Word Pad** documents. Documents/files created using WordPerfect or Microsoft Works or any other word processing software cannot be opened; therefore cannot be graded.
7. Students are responsible for the study of all assigned topics in the class. Students are encouraged to bring to the instructor any unresolved problems.
8. It is the responsibility of the student to complete satisfactorily all homework assignments. Students are encouraged to spend at least six (6) hours per week (in additional to class time) reading the textbook and using the computer.

NOTE

Students who are not succeeding in the class are encouraged to meet with the instructor early in the term to review performance and requirements. If you feel that you need assistance, accommodations, or tutoring, please contact **Student Support Services**.

DISCLAIMER

The course syllabus provides a general plan for the course; changes may be necessary pending intervening circumstances that in the judgment of the instructor require the addition or deletion of material and/or assignments. Any changes shall be communicated to the students in a timely manner.

EVALUATION AND MINIMUM STANDARDS

There will be projects and/or library research assignments using the college's Learning Resource Center. This course will include quizzes and tests. An online quiz will be given at the end of each chapter. **Midterm** (Chapters 1-4) and **Final Exams** (Chapters 5-11) will also

be administered. The scheduled times and locations for the midterm and final exams are listed on the course calendar. All assignments, quizzes, projects, etc. for the chapters covered on the test(s) are to be completed and submitted before a student is allowed to take the test(s).

STUDENT OUTCOMES AND EVALUATION

A student who successfully completes this course should be able to:

1. Define records and information management (RIM).
2. Know the steps in the life cycle of business and organization records.
3. Apply basic indexing rules, including cross-referencing.

4. Classify records according to subject, numeric and geographic arrangements.
5. Follow procedures to add individual, business, and organization names to electronic files.
6. Explain the components of a records and information management program.

7. Utilize the college library and Internet resources to research information on a designated topic.
8. Incorporate the college ten identified work ethics traits into life long learning experiences.
9. Incorporate the College safety resources/ information into daily application.

EVALUATION:

Students will be evaluated on their achievement of the identified Student Learning Outcomes with the following assessments.

Assessment Name(s)	Concepts Covered and/or Skills Being Tested	Related Student Learning Outcome(s) #
Unit 1 assignments and quizzes	The field of Records Management	1 & 2
Unit 2 assignments, quizzes, and Midterm Exam	Alphabetic indexing rules 1-10	3
Unit 3 assignments and quizzes	Subject, numeric and geographic storage and retrieval	3 & 4
Unit 4 assignments, quizzes, and Final Exam	Electronic storage and retrieval and the RIM program	5 & 6
College library & Internet research	Utilizing available Library resources to complete a research project	7
Work Ethics Traits (10)	Ten identified work ethics traits	8
Safety Procedures	Utilizing available College resources/information related to safety, fire prevention, health	9

GRADING:

The final grade for this course will be calculated according to the following criteria:

Assessment Category	Weighting Percentage
Assignments	30%
Quizzes	10%
Midterm Exam (on campus)	25%
Final Exam (on campus)	25%
Research	10%

Final letter grades for the course will be assigned according to the following scale:

Letter Grade	Scale	Letter Grade	Scale
A	90 – 100	F	0 - 59
B	80 – 89	W	N/A
C	70 – 79	I	N/A
D	60 - 69		

MAKE UP WORK POLICY:

Absences, whether excused or not, do not relieve students of the responsibility for assignments and/or material covered during classes missed. Instructors are not obligated to re-cover material, re-issue assignments, or give make up tests due to a student's absence.

You have one week after an assignment's original due date to submit the assignment. Late assignments will be lowered one full grade and will not be accepted beyond one week of the original due date.

Make-up quizzes and tests must be taken in person and will be given on July 26th. A different test may be given (essay, multiple choice, production projects, etc). *It is your responsibility to contact the Instructor to make an appointment if you need to take a make-up exam.*

MIDTERM REVIEW:

Students will meet with the instructor at midterm to review their grades for the course. Any student who has below a "C" average will work with the instructor to develop a plan for improving that class average.

DISABILITY POLICY

H. Councill Trenholm State Community College complies with the provisions of the Americans with Disabilities Act (ADA) of 1990, which makes it illegal to discriminate against individuals with disabilities in employment, public accommodations, public services, transportation, and telecommunications.

It is the policy of H. Councill Trenholm State Community College to provide special assistance and accommodations to those students who require assistance in testing, course and program planning, and registration. If you have any type of disability that may require accommodations to succeed in this course or this program, it is your responsibility to inform your instructor and/or the ADA Coordinator so that you and he or she can plan for such accommodations. You may inform your instructor after class, or you may contact the ADA coordinator:

SEXUAL HARASSMENT POLICY

H. Councill Trenholm State Community College affirms its commitment to ensuring an environment for all employees and students which is fair, humane, and respectful. Therefore, the College will not tolerate any verbal or physical conduct that constitutes sexual harassment of any employee or student.

Such behaviors are prohibited by Federal regulations, which state:

“Harassment on the basis of sex is a violation of Section 703 of Title VII. Unwelcome sexual advances, requests for sexual behaviors, and other verbal or physical conduct of a sexual nature constitute sexual harassments when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.”

H. Councill Trenholm State Community College deprecates such conduct as an abuse of authority, and thus it is an official institutional policy that sexual harassment of employees and/or students will not be tolerated. The College accepts the proposition that sexual harassment, like any civil rights violation, generates a harmful environment. The administration of the College will act positively to investigate alleged harassment and to effect remedy when an allegation is determined to be valid.

Complaints about sexual harassment should be registered in the office of the Title IX Coordinator on your campus.

ACADEMIC DISHONESTY POLICY

The primary goal of H. Councill Trenholm State Community College is the promotion of an atmosphere conducive to studying and learning. Those conditions and actions that encourage scholarship are applauded; those conditions and actions that deter or discourage intellectual growth and development are deprecated. Therefore, ‘Academic Dishonesty’ is defined as follows:

1. Cheating on an exercise, test, problem, practice or examination submitted by a student to meet course requirements. Cheating includes, but is not limited to: the use of unauthorized aids (such as crib sheets, written materials, drawing, etc.); copying from another student’s work; soliciting, giving and/or receiving unauthorized aid orally or in writing; or similar action contrary to the principles of academic honesty.
2. Plagiarism on an assigned paper, theme, report or other material submitted to meet course requirements. Plagiarism is the act of using, in one’s own work, the work of another without indicating that source.
3. Use of tests or papers prepared by commercial or non-commercial agents and submitted as a student’s own work.

Charges of academic dishonesty made against a student by a faculty member must follow the principles of due process. Faculty members must bring charges against a student in writing. A faculty member shall not give the grade ‘F’ or any punitive punishment for academic dishonesty unless guilt is established through the due process procedure.

SPRING SEMESTER 2018 COURSE OUTLINE/CALENDAR
OAD 138 Records & Information Management

Textbook Companion Website: <http://www.cengage.com/officetech/read>

WEEK	CHAPTER READINGS	ASSIGNMENTS	APPLICATIONS/ QUIZZES
Jan 10th	Introductions & Expectations Review Course Syllabus		
01 January 15, 22 What is Records Management?	Chapter 1	Review & Discussion	Application 1-2 Quiz: Chapter 1
02-03 January 29, February 05 Alphabetic Indexing Rules 1-4	Chapter 2	Self-Checks (Practice) Review & Discussion	Application 2-1 Quiz: Chapter 2
04-05 February 12, 19 Alphabetic Indexing Rules 5-8	Chapter 3	Self –Checks (Practice) Review & Discussion	Application 3-1 Quiz: Chapter 3
06 February 26 Alphabetic Indexing Rules 9-10/ Electronic File Management	Chapter 4 - 5	Self-Checks (Practice) Review & Discussion	Application 4-1 Quiz: Chapter 4
07 March 05 Midterm Review	Chapters 1-5	Midterm Examination	Review chapter concepts (1-4)
09 March 12 Alphabetic Records Management	Chapter 6	Review & Discussion Internet Assignment	Application 5-3 Quiz: Chapter 5 & 6
10	SPRING BREAK – MARCH 19 – 23		
11-12 March 26 Storing, Retrieving, & Transferring Records	Chapter 7	Review & Discussion	Quiz: Chapter 7 Application 7-4
13-14 April 02, 09 Subject Records Management/ Numeric Records Management	Chapters 8 & 9	Review & Discussion	Application 8-3, 9-1 Quiz: Chapter 8&9
15 -16 April 16, 23 Geographic Records Management/ Electronic and Image Records	Chapter 10 &11	Review & Discussion	Application 10-1, 11-2 Quiz: Chapter 10 &11
17 May 03 - 04, 07 FINAL EXAM REVIEW FINAL EXAMINATION	Chapters 5-11		Review chapter concepts(7-11)

NOTE: Practice assignments are not submitted to the instructor for grading. They are assigned for review purposes only.

WORK ETHICS PROGRAM

Trenholm State Community College promotes employability skills in its students through participation in the Work Ethics Program. Business and industry leaders have identified essential work ethics that should be taught and practiced in order to develop a viable and effective workforce. The ten work ethics traits identified are stated below.

1. **Attendance:** Attends class, arrives/leaves on time; notifies instructor in advance of planned absences; and makes up assignments punctually.
2. **Character:** Displays loyalty, honesty, trustworthiness, reliability, dependability, initiative, self-discipline, and self-responsibility.
3. **Teamwork:** Respects rights of others; is a team worker; is cooperative; is assertive; displays customer service attitude; seeks opportunities for continuous learning; and displays mannerly behavior.
4. **Appearance:** Displays appropriate dress, grooming, hygiene, and etiquette.
5. **Attitude:** Demonstrates a positive attitude; appears self-confident; and has realistic expectations of self.
6. **Productivity:** Follows safety practices; conserves materials; keeps work area neat and clean; and follows directions and procedures.
7. **Organizational Skills:** Manifests skill in personal management, time management, prioritizing, flexibility, stress management, and dealing with change.
8. **Communication:** Displays appropriate nonverbal and verbal skills.
9. **Cooperation:** Displays leadership skills; appropriately handles criticism and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; and follows chain of command.
10. **Respect:** Deals appropriately with cultural/racial diversity and does not engage in harassment of any kind.

SAFE ENVIRONMENT

All school personnel-administrators, maintenance staff, instructors, and students will be obligated to contribute their individual effort in order to develop, insure, and maintain a safe environment. Voluntary compliance is expected; however, the Safety Team will serve in a supervisory capacity to assure continuity of performance and the continuation of a viable program. The Safety Team will determine who inspects, when to inspect, how to inspect, and will conduct a follow-up study to evaluate progress.

ALERT NOTIFICATION SYSTEM

<http://www.trenholmstate.edu/home.htm>

As part of Trenholm State's ongoing effort to safeguard students, faculty and staff, the College has implemented a new emergency communications system. Known as Trenholm Alert, the system allows students, faculty and staff to receive time-sensitive emergency messages in the form of e-mail, voice and text messages.

Everyone who has a Trenholm State Technical College e-mail address will receive emergency alerts to their campus e-mail address. In order to also receive text and voice message alerts, members of the campus community will be asked to provide phone contact information. While participation in the text and voice messaging notification is optional, enrollment is strongly encouraged. The information you supply is considered confidential and will not be shared or used for other purposes. You will only be contacted through the system in the event of an emergency.

Once you have signed up for Trenholm Alert you will be eligible for notifications after 24 hours.

The following buildings are connected to the system as indicated. As these alerts are made, faculty/staff and students are required to respond as indicated.

IMPORTANT SYSTEM NOTIFICATIONS

Tornado Warning - Long Siren & Audio Statement

Statement: "Warning! A tornado warning has been issued for our location. Please take shelter immediately.

Response: Take shelter immediately in the areas designated on signs posted in your area

Severe Thunderstorm Warning – No Tone

Statement: "Severe thunderstorm warning. A severe thunderstorm warning has been issued for this area.

Response: None, information only

Building Evacuation – Fog Horn Tone

Statement: "Attention! This is an emergency evacuation order. Remain calm; follow the instructions of the emergency officials. This is an emergency evacuation order. Obey the emergency officials. Remain calm."

Response: Evacuate the building and locate to a position at least 500 feet from the building. Faculty is responsible for ensuring students are guided away from the buildings.

All Clear Warbling Tone & Audio Statement

Statement: "All clear, the emergency is over. All clear, the emergency is over. All clear the emergency is over

Response: Return to you designated area, emergency is over

Alert Notification System Tests – Single Siren and Audio Statement

This is a test, this is a test of the emergency warning system, this is only a test.

Response: None

STATEMENT OF RECEIPT BY STUDENT

- I certify that my instructor has provided me with a copy of the syllabus for this course. I certify that I have been advised of the course content and course requirements; Additionally, I certify that I have read the course participation, disability, sexual harassment, and academic dishonesty policies.
- I certify that,
 - If I bring my Laptop, the Instructor can take its MAC Address
 - I will not hook up the Ethernet Wire (Network Wire) to my Handheld Devices or Laptop.

SET138 – RECORDS & INFORMATION MANAGEMENT

Student's Name (please print legibly)	Course Number/ Course Name
Student's Signature	Student's Phone Number
Student's Email Address	Date

STUDENT INFORMATION FOR INSTRUCTOR

Address: _____ Phone Number(s): _____

City: _____ State _____ Zip code: _____

Major: _____ Advisor: _____

E-mail Address: _____ **(PRINT NEATLY!!!)**

Use the following lines to tell the instructor anything else about yourself you'd like for her/him to know:
