

RECORDS MANAGEMENT

OFADM 305, Section 5893

Spring 2017

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| Instructor | Mrs. Nancy Backlund |
| Day/Time | Online in Canvas (https://modesto.instructure.com) |
| Office | Founders Hall 120C |
| Office Hours | Mon 2-3 p.m.; Tue/Thu 8:30-9:30 a.m.; Wed 2-4 p.m.; and by appointment |
| Phone | 575-6497 |
| E-mail | Contact me through Canvas mail (inbox) (for non-class-related questions, use backlundn@mjic.edu) <ul style="list-style-type: none">• Describe your issue fully, and if possible, list a contact telephone as it is often easier to talk someone through an issue than to reply to an e-mail.• I attempt to answer e-mail within 24 hours. If for some reason you do not hear back from me, please resend your e-mail. Technology can be shaky, and e-mails can be delayed for a variety of reasons. If you would prefer, leave me a telephone message, and I should get that rather quickly. |
| Web Page | http://backlundn.faculty.mjic.edu |
| Catalog Description | Filing rules and their application to alphabetic, numeric, geographic, and subject systems; establishing manual and computer filing systems; records control, retention, transfer, equipment, and supplies; micrographics; using the computer to store, organize, maintain, and retrieve information. |
| Student Learning Outcomes | Upon completion of the course, the student will be able to: <ul style="list-style-type: none">• Apply the 10 alphabetic indexing rules for filing names of persons, businesses, and organizations.• Demonstrate the use of computer database software to open a file; add, delete, and edit records; sort records; save and delete files; calculate numeric fields; and print reports and labels.• Demonstrate indexing, coding, cross-referencing, sorting, storing, and retrieving in the process of filing cards and letters alphabetically, numerically, geographically, and by subject. |
| Textbook and Materials | <i>Records Management</i> , 10th Edition, by Read and Ginn (ISBN 978-1-305-11916-1) Renting or buying used is fine—no access code is required. Filing cards/letters packet (<u>must be purchased</u> from the MJC Bookstore) Filing box and guides (4 x 6) Microsoft Word and Access 2010, 2013, or 2016 |
| Software | Microsoft Word and Microsoft Access are <u>required</u> for the course. The Microsoft Office 2016 suite can be purchased and downloaded for \$39.99 from www.collegebuys.org . As an MJC student, you have access to download Office 365, but Access is not included in Office 365 at this time. |
| Computer Use | A list of MJC computer labs can be found at this location: http://www.mjic.edu/instruction/library/labs.php |
| Help Desk | The Student Online Help Desk can be reached for technical assistance with Blackboard at 575-7900. |
| Attendance and Expectations | You are expected to spend 9 to 12 hours a week on the course. You need to log in a minimum of <u>three</u> times throughout the week to check for new assignments, quizzes, or announcements. |

Assignments, Quizzes, and Exams

Normally, all requirements for the week will be listed at the start of the week (Monday), but there may be a need for additional information during the week. Checking in later in the week will allow you to see any updates that may occur.

****To maintain enrollment in the course, you must submit work weekly. During the first week, you need to submit the assignments by their due dates to avoid being dropped. After Week 1, if you miss more than one week's work, I encourage you to notify me so that we can discuss possibilities in getting you back on track. If there is a two-week period where no assignments have been submitted and no communication has occurred, you could be dropped from the course. Missing more than one week's work can seriously jeopardize your grade in the course as it will affect a variety of grading areas.**

Also, if you have not submitted 70% of the homework at the halfway point of the semester, you may be dropped

If you need special accommodations for the course, the Disability Services web page offers contact information that may be of help:

www.mjc.edu/student-services/disability

Assignments: Assignments will be given on a weekly basis (weekly lectures and assignments open early Monday of each week). All work must be submitted by **11:59 p.m.** on the **SUNDAY** of the week assigned (last week of the course ends earlier). Assignments submitted after 11:59 p.m. **WILL NOT** receive points nor be graded. There may be exceptions to these times, and they will be handled individually. There are filing jobs as well as lab assignments every week. Remember that this is an accelerated course which will require a little more work each week than in a normal semester.

Quizzes: There will be multiple quizzes each week on the rules being learned. There will also be chapter quizzes as they are covered. The entire week is given for completion of the quiz (no make-ups). A special software program, the *Lockdown Browser*, must be used for the chapter quizzes and exams.

Exams: There will be four exams plus the final during the semester. A missed exam may not be made up. Exam announcements are made in advance of scheduled exam periods, and you are expected to make arrangements during the block of time (usually four days) to complete the exam.

Academic Integrity

Cheating or plagiarism demonstrates a failure to complete the most basic requirement of any course. Thus, the instructor may administer academic consequences for violating the Academic Integrity Policy ranging from partial or no credit on an exam or assignment to an F in the course. The instructor may also consider that a student's violation of academic integrity should be a consideration for disciplinary measures, such as suspension or removal from the course or the College. Disciplinary action for violating academic integrity is administered through the office of the Vice President of Student Services under Board Policy 5007 (Student Code of Conduct).

You are expected to have read and understood the Student Rights and Responsibilities section of the **MJC 2016-2017 Catalog** on **pages 355-362**. This would include Standards of Student Conduct & Behavior as well as Maintaining Academic Integrity.

You must do your own work! As stated in the MJC Catalog:

Grading

The grading of a student's work rests on the fundamental idea that an instructor is evaluating a student's own work, so cheating or plagiarism demonstrates a failure to complete this most basic requirement of any course. Thus a faculty member may administer academic consequences for violating the Academic Integrity Policy ranging from partial credit to an F on the assignment or exam.

Attempting to submit an assignment that is not entirely your own work or one that has been altered to appear as your own will receive a failing grade and may face disciplinary measures such as being removed from the course or failing the course. If you share a computer with someone, you will need to save your work to your own media storage location (pen drive, etc.) Quizzes and exams are to be taken independently.

The course grade is based on the following:

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| Exams | 20% | A | 90-100% |
| Lab | 10% | B | 80-89% |
| Assignments | 25% | C | 70-79% |
| Quizzes | 25% | D | 60-69% |
| Final | 20% | | |