

**BUS E 140 RECORDS MANAGEMENT  
HYBRID COURSE**

**Green River Community College**

**Auburn, Washington**

**QUARTER:** Spring, 2014

**INSTRUCTOR:** [Tonya McCabe](#)  
Email: [tmccabe@greenriver.edu](mailto:tmccabe@greenriver.edu)  
Office: Salish Hall 220-44

**OFFICE HOURS:** Monday through Thursday: 10:00 am – 11:00 am  
Friday: By Appointment

**TEXTBOOK:** *Records Management* by Judith Read and Mary Lea Ginn. 9<sup>th</sup> Edition. Thomason/South-Western publication. ISBN 0-538-73141-9

**SUPPLIES:** USB Flash drive  
Adobe Reader, MS Word, and MS Access (2007 or 2010 versions are acceptable)

**COURSE ESSENTIALS:**

**In order to take this online class you must have the following:**

1. The required textbook.
2. Green River Student E-Mail account: Green River Community College provides free email accounts for registered students. Go to the web address: <http://www.greenriver.edu/studentemail/> and follow the appropriate links to set up your account. **You are required to activate and check your Green River student email account at least once daily in this class.** When I send both personal and class wide emails via Angel, the system automatically sends them to your Green River student email account.
3. Computer Requirements: MS Office 2010 (specifically Word and Access); Windows 7, 8.0, or 8.1; Google Chrome, and a reliable Internet access (ISP of your choice).

**COURSE CONTENT:**

This course is designed as an introduction to filing methods (alphabetic, geographic, subject, numeric), related rules, and applications. In addition, electronic records will be covered using Microsoft Access. Attention is also given to filing equipment, supplies, microfilms, vital records plans, retention scheduling, and the records cycle. A minimum typing speed of 20 wpm is recommended.

**COURSE CONTENT LEARNING OUTCOMES:**

Upon completion of this class the student will be able to:

1. identify the variations and similarities that are found in alphabetic, geographic, numeric, subject, and chronologic records storage systems.
2. set up a small database using data management software
3. utilize electronic databases to manage electronic records
4. implement the national standards for records management and adhere to ARMA filing rules and procedures as they relate to cross-referencing, requisitions, charge outs, and records retrieval
5. identify filing methodology for unusual records, special-purpose records, and micro-records
6. make an informed decision in creating an effective file management system

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7. identify the record life-cycle
8. identify potential employment opportunities in the RIM industry and the required competencies to be successful

The student will meet the above objectives by:

1. demonstrating hands-on application of filing rules and procedures using Access including creating a database table, forms, queries, and reports
2. completing assignments which require problem-solving skills
3. demonstrating hands-on application of filing rules and procedures using manual filing systems and identifying correct indexing of units
4. proofreading and revising his/her own written assignments
5. successfully completing weekly quizzes

### CAMPUS-WIDE LEARNING OUTCOMES:

**Responsibility:** encompasses those behaviors necessary to be effective members of an online community; i.e., regular online presence, timely submission of assignments/quizzes/tests, an atmosphere of mutual respect, and communication with the instructor.

Students will meet the above objectives by:

meeting obligations necessary to complete individual and/or group tasks  
respecting the needs and rights of others  
accepting consequences of failure to fulfill agreed upon expectations  
participating in the discussion boards weekly  
meeting assigned deadlines for assignments  
demonstrating appropriate online attitude and behavior  
demonstrating knowledge of and a willingness to accept stated agreed upon expectations, policies, behavior, and procedures as stated in course syllabus.

**Critical Thinking:** Students will be expected to apply information to problem solving activities including written assignments, lab problems, and teamwork.

Students will meet the above objectives by:

reading text closely, noting key ideas, and looking up key words  
paying close attention to online lectures/presentations, looking for assumptions behind statements, and trying to understand the speaker's perspective  
inquiring at an appropriate time to understand and evaluate information presented  
preparing for and contributing to discussion board forums  
connecting past learning with current topics  
providing reasons for the conclusions he/she reaches.

### INSTRUCTIONAL PROCEDURES:

- on campus lectures
- hands on assignments and/or weekly quizzes
- unit exams and a comprehensive final exam

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### STUDENTS SUBJECT TO PROVISIONS OF AMERICANS WITH DISABILITIES ACT

If you believe you qualify for course adaptations or special accommodations under the Americans With Disabilities Act, it is your responsibility to contact the Disabled Students Services Coordinator in the LSC and provide the appropriate documentation. If you have already documented a disability or other condition which would qualify you for special accommodations, or if you have emergency medical information or special needs I should know about, please notify me by email at [tmccabe@greenriver.edu](mailto:tmccabe@greenriver.edu)

**ACADEMIC ETHICS:** Students are required to uphold basic ethical principles including honest test taking procedures and respecting the rights of fellow students and instructors. The Washington Administrative Code defines plagiarism/cheating as follows:

WAC 132J-125-200 Plagiarism/cheating:

- (1) Any student who, for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty as part of the student's program of instruction, shall commit plagiarism or otherwise knowingly tender any work product that the student falsely represents to the faculty as the student's work product, in whole or in part, shall be subject to discipline.
- (2) Any student who knowingly aids or abets the accomplishment of cheating, as defined in subsection (1) of this section, shall also be subject to discipline.

I expect you to complete all individual assignments, quizzes, and exams ethically and honorably. This means I expect that you will not use your textbook, neighbor, or notes while completing your final exam (which is administered unsupervised) and I expect that you will not share assignment files. I also expect that you will not “collaborate” with other students when completing individual assignments/tests. You may not “check” your answers with another student. If you have questions, please see me.

Duplication of someone else's assignments or turning in someone else's assignment or work is also considered cheating. Plagiarism occurs when you knowingly submit someone else's ideas or words as your own and this is cheating behavior. Cheating on tests and/or assignments will result in a grade of zero for the test, assignment, and/or a final course grade of 0.0. Incidents of academic dishonesty may be reported to the Division Chair, Administrative Dean, and/or the Dean of Students.

**COMPUTER LABS:** If you need to use a GRCC computer lab outside of our normal class hours, the computer labs in SH 154, SH 350, SH 352, HL 147 and HL 149 may be available to you if they are not being used by other courses and if you can gain access. Our ability to provide “open lab” time is greatly reduced from what it has been in the past. The labs ***may be*** open for limited use Monday-Sunday from 7:30 am – 10:00 pm (again, contingent upon scheduling of other classes and staff to provide access). If the doors are locked, and it is between the hours of 7:30 am and 4:00 pm on Monday through Friday, you will need to try and find a Business Education professor to let you in (and we may or may not be available; please be respectful of the fact that faculty have many responsibilities and we are not always in our offices during non office-hour times). If the doors are locked and it is ***after 4:00 pm*** Monday – Friday OR it is a Saturday or Sunday, please go to the Administration building and ask a Safety Officer to escort you to the lab and let you in. I provide rosters of all my classes to Safety and grant authorization to you to use the labs during the after office hours accordingly.

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If you choose to complete your coursework in a GRCC lab, you agree to adhere to the Green River Community College's policies as follows:

**No Food or Drink (other than water with caps) are allowed in the labs. Your water must be placed on the side table or kept in your bag/backpack. Children will not be allowed in class during class time and/or lab time.**

When using the Business Education computer labs, you are bound by and agree to the Green River Community College Acceptable Use Policy. The policy is found in the Student Handbook under Computer Access or at the Web site <http://www.greenriver.edu/library/libinfo/accusepol.htm>.

### GREEN RIVER STUDENT EMAIL:

Green River Community College now provides free email accounts for registered students. Go to the web address: <http://www.greenriver.edu/studentemail/> and follow the appropriate links to set up your account. **Please activate your GRCC Student email account as this is the email address I will be using to send you Angel and Instructor content emails.**

**ASSIGNMENTS:** Assignments, unless otherwise noted, are due at **2:00 pm** PST on the due date. All assignments must be submitted to me via the appropriate digital drop box in Canvas (unless otherwise directed) by the due date/time. Each chapter will be housed in its own module. Within each module, you will find the assignments and digital drop box(es) for that chapter. Because this is a hybrid offering, chapter lectures will be given during our on campus seminars.

It is **your responsibility** to submit the correct assignment to the correct drop box. Please do not type your answers to assignments within the Digital Drop Box text area; I require that you attach your file(s). If you do not submit the correct file to the correct drop box or you do not correctly upload the correct file to the correct drop box you will receive a zero for the assignment. You **MUST** take responsibility for submitting the correct file to the correct drop box. **Please note: Canvas allows you to make multiple submissions to the drop box. If you make an erroneous submission and catch it before I grade it, you may resubmit. However, if I've already graded the assignment, you may not resubmit. I reserve the right to grade your assignments at any time after they are submitted, if it is before the due date.**

Please do not submit assignments that are not complete. If you submit incomplete assignments, I will not grade them and you will be assigned a score of zero for that assignment.

I will grade and provide feedback to the files you submit to the digital drop box within one week of the due date. Points will be awarded for completed assignments based on accuracy, completeness, and/or a set criterion. **There will be NO extensions given to the due dates/times for assignments unless you experience a legal or medical emergency and can provide documentation that clearly provides evidence that the legal/medical emergency prevented you from completing the assigned work. Doctor appointments, chiropractic, dental or other non-emergency care does not qualify as a "medical emergency".**

**Weekly Quizzes:** Weekly quizzes in this class count towards your **assignment** portion of your grade. Weekly quizzes will be taken in Canvas and are timed. There are generally 10-20 questions. You must complete the weekly quiz (when assigned) by the due date/time given for the week. **Please note – I do not assign weekly quizzes each week.**

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**TESTS:** In addition to the weekly assignment tasks, there will be four unit exams encompassing three chapters each and a comprehensive final exam. Please check the course calendar for dates. The exams' content are structured as follows:

- ✚ Chapters 1-3
- ✚ Chapters 4-6
- ✚ Chapters 7-9
- ✚ Chapters 10-12
- ✚ Final: Chapters 1-12

The tests are administered online via the Canvas website; *however*, you will take each of the four unit exams on campus in the classroom, under my supervision. You may not take these exams outside of the confines of the classroom. If you access a unit exam outside of the confines of the classroom, without my prior written consent, you will receive a zero for that exam.

You will complete your comprehensive final exam outside of class on Wednesday, June 11, 2014. The exam will open at 6:00 am and will close at 11:00 pm. Please do NOT take the final with a wireless connection as it has proven to be unreliable. Also, it is your responsibility to make sure you are not interrupted when taking the final outside of the protected area of the classroom.

**Test Time Limits:** For the unit exams, you will have the entire class period (65 minutes) to complete the test. For the final exam, you will have five additional minutes beyond the total number of questions. The final exam is structured differently than the unit exams in that you will not be able to back-track within the test and each question will only be displayed once so please do not skip any questions.

Tests may cover specific course content including the textbook, PowerPoint lectures, and additional readings on the Internet. Tests could include multiple choice, true/false, short answer, or essay questions. Any requests to take a test outside of the test dates/times as given must be made at least 24 hours *in advance* of the scheduled test date time and approval or denial of your request is by my discretion.

**COMMENT BOXES IN CANVAS:** Please do not utilize the “comment/conversation” feature within the submission process on your assignments. Apparently the “comments” students post to assignments in Canvas are not always visible to the Instructor. Therefore, **please use your STUDENT EMAIL to email me comments, questions, or concerns.** You, of course, may also meet with me during my office hours.

**EMAILING THE INSTRUCTOR:** Please do not email me through CANVAS. Please use your STUDENT GRCC EMAIL to email me. The way Canvas structures emails is like a never ending thread; the emails are not self-contained to their respective subjects. This makes it difficult to manage.

**TECHNICAL ISSUES:** It is each student's responsibility to keep all software, Internet connections, equipment, etc. up to date and compatible with the course requirements. Check all connections and software downloads immediately at the start of the quarter and make certain everything is functioning properly to assure your FULL participation in the class. Course grading and assessment will be based on work successfully submitted. Consideration will not be given for late/missing assignments or tests due to technical issues.

**INSTRUCTOR AVAILABILITY:** I am not required to work on weekends, in the evenings, or on holidays. I am often in meetings throughout the day on Fridays with limited access to email.

**Assignments and tests will be processed by the Instructor Monday through Thursday.  
E-mail responses will be sent Monday through Thursday.**

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**GRADING:** Your grade for this class will be calculated as follows:

**Unit Tests:** 60%

**Assignments/Weekly Quizzes:** 20%

**Final Exam:** 20%

Your final grade will be assigned in accordance with Green River Community College Business Division's decimal grading scale below. Approximate letter grade equivalents: 3.5 – 4.0 = A; 2.5 – 3.4 = B; 1.5 – 2.4 = C; 1.0 – 1.4 = D; Below 1.0 = F

100% = 4.0			
99% = 4.0	98% = 4.0	97% = 4.0	96% = 3.9
95% = 3.9	93-94% = 3.8	91-92% = 3.7	90% = 3.6
89% = 3.5	88% = 3.4	87% = 3.3	86% = 3.2
85% = 3.1	84% = 3.0	83% = 2.9	81-82% = 2.8
80% = 2.7	79% = 2.6	78% = 2.5	77% = 2.4
76% = 2.3	75% = 2.2	74% = 2.1	73% = 2.0
72% = 1.9	71% = 1.8	70% = 1.7	69% = 1.6
68% = 1.5	67% = 1.4	66% = 1.3	65% = 1.2
64% = 1.1	63% = 1.0	Below 63% = 0.0	

### STUDENT BEHAVIOR/COMMUNICATION:

If a student chooses not to follow the expectations outlined in this syllabus and/or demonstrates undue hostility and/or disrespect to other students and/or the Instructor, the student may be required to leave the class and/or withdraw from the course.