



**SUBJECT TO CHANGE**  
**BUSN 1250 Records Management**  
**COURSE SYLLABUS**  
**Online**  
**Fall Semester 2020 (202112)**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/3000  
Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard  
Class Meets: Via Internet for 15 weeks  
Course Reference Number (CRN): 20014  
Preferred Method of Contact: Email—[Liz Noles \(anoles@southeasterntech.edu\)](mailto:anoles@southeasterntech.edu)

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Liz Noles  
Email Address: [Liz Noles \(anoles@southeasterntech.edu\)](mailto:anoles@southeasterntech.edu)  
Vidalia Campus/Office Location: Vidalia Gillis Medical Building Office 831  
Office Hours: Due to the uncertainties of COVID-19, contact your instructor by email to make an appointment.  
Phone Number: 912-538-3175  
Fax Number: 912-538-3106

**SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

**REQUIRED TEXT**

Cengage Unlimited Printed Access Card  
Semester Access (4 month) with ISBN: 978-0-357-70003-7. You can also purchase the one year or two year access card if you wish to do so. The Cengage Unlimited Printed Access Card is available at the Southeastern Technical College Bookstore [stcbookstore@southeasterntech.edu](mailto:stcbookstore@southeasterntech.edu) or 912-538-3129 or online.

If you also want to purchase or rent a physical copy, the book information is Records Management, 10<sup>th</sup> Edition, Cengage Learning ISBN: 978-1-305-11916-1.



**REQUIRED SUPPLIES & SOFTWARE**

Students will use Mindtap and SAM software to complete their assignments. Students are required to check

their STC student email daily.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

## **COURSE DESCRIPTION**

Introduces records management concepts for use in any office environment. Topics include: Basic Records Management Concepts, Alphabetic Filing, Numeric Filing, Subject Filing, Geographic Filing, Records Retention, Transfer, and Disposition.

## **MAJOR COURSE COMPETENCIES**

Basic Records Management Concepts, Alphabetic Filing, Numeric Filing, Subject Filing, Geographic Filing, Records Retention, Transfer, and Disposition.

## **PREREQUISITE(S)**

None

## **COURSE OUTLINE**

1. Basic Records Management Concepts
2. Alphabetic Filing
3. Numeric Filing
4. Subject Filing
5. Geographic Filing
6. Records Retention, Transfer, and Disposition

## **GENERAL EDUCATION CORE COMPETENCIES**

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

## **STUDENT REQUIREMENTS (ONLINE)**

Students are expected to complete all work required by the instructor and to attend the required proctored on-campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at **11:59 p.m. on Mondays** of each week. Assignments will be completed in Mindtap and Blackboard. A grade of zero will be assigned for any work not submitted. **No make-up or late work is allowed for this class.**

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a **minimum of 60 hours** during the semester doing the required homework, quizzes, and tests.

Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

### COVID-19 MASK REQUIREMENT

**Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College.**

This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

### COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
<b>In the past 14 days, if you:</b>
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

### COVID-19 SELF-REPORTING REQUIREMENT

Students taking classes on campus, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

### ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59 p.m. on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

**Swainsboro Campus:** [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

**Vidalia Campus:** [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

## **SPECIFIC ABSENCES**

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## **PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

**Swainsboro Campus:** [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

**Vidalia Campus:** [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

## **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

**Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.**

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

## ONLINE PROCTORED EVENT WITHDRAWALS

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an "F" for the course.

## PROCTORED EVENT REQUIREMENT

**Due to the uncertainties of COVID-19, this event will not be proctored for Fall Semester 202112. Students will complete the event, but will not be required to come on campus to do it.**

The event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students who do not complete the event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Events will be given after the 65% point of the semester. **Students who do not complete the event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the event is scheduled during final exams, any student who misses the event will be issued an "F" (Failing) for the course.**

## MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Students are required to take all tests scheduled during the semester. Failure to take Blackboard and or Mindtap Tests/Exams, and assignments will result in a grade of zero. There will be no makeup of assignments or EXAMS. If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the exam will be reset. Assignments must be turned in on the assigned date and time and will not be accepted late, a grade of zero will be given. All assignments are due according to the lesson plan. The due dates are posted on the lesson plan. If you have adverse issues that arise due to Covid-19, let your professor know immediately via email.

## ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

## PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

### 1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

### 2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

### 3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify

the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

**STATEMENT OF NON-DISCRIMINATION**

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p><b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b></p>	<p><b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b></p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1<sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas (hthomas@southeasterntech.edu)</a></p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1<sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas (ljonas@southeasterntech.edu)</a></p>

**ACCESSIBILITY STATEMENT**

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

## ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

## TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

## GRADING POLICY

Assessment/Assignment	Percentage
Chapter Assignments	40%
Chapter Quizzes	30%
Discussion Boards	10%
Proctored Event/Exam <b>(due to the uncertainties of COVID-19, this event will not be proctored for Fall Semester 202112. Students will complete the event, but will not be required to come on campus to do it).</b>	20%

## GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

**BUSN 1250 Records Management**  
**Fall Semester 2020 (202112) Lesson Plan**

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Monday, August 17		First Day of Class  <b>August 19</b> <b>Last day of Add/Drop</b>  <i>*Note: You will have several activities due each week. You CANNOT complete all the activities in one day. Do NOT wait until the last minute to start your activities. I do not accept late work.</i>	<b>Orientation Assignments:</b> Select Getting Started on the course menu in the Blackboard course to complete the Orientation Assignments, Pledge Acknowledgement Quiz, and Student Introduction.  Complete the Blackboard Online Orientation along with the Online Orientation Quiz.  <b>Set up Cengage Unlimited:</b> In the Lessons folder, click START HERE and watch the Cengage Registration Process video and complete the steps outlined in the video.  <b>Due August 19 at 11:59 p.m.</b>	
Week 1 Aug 17-24	Chapter 1	Part 1: Records and Information Management  Records and Information Management	<b>Mindtap</b> <input type="checkbox"/> Chapter Readings <input type="checkbox"/> Application 1-2 <input type="checkbox"/> Chapter 1 Multiple Choice (MC) Quiz <input type="checkbox"/> Activity 1-1, 1-2  <b>Blackboard</b> <input type="checkbox"/> Discussion Board 1 <ul style="list-style-type: none"> <li>○ <b>READ</b> the discussion board rubric, located at the end of this syllabus, before posting!</li> </ul> <b>Due Aug 24 at 11:59 p.m.</b>	1 a, c



Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 2 Aug 25-31	Chapter 2	The RIM Environment	<b>Mindtap</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chapter Readings</li> <li><input type="checkbox"/> Application 2-1, 2-2</li> <li><input type="checkbox"/> Chapter 2 MC Quiz</li> <li><input type="checkbox"/> Activity 2-1, 2-3</li> </ul> <b>Blackboard</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Discussion Board 2 <ul style="list-style-type: none"> <li>o <b>READ</b> the discussion board rubric, located at the end of this syllabus, before posting!</li> </ul> </li> </ul> <b>Due Aug 31 at 11:59 p.m.</b>	1 a, c
Week 3 Sept 1-7	Chapter 3	Alphabetic Indexing Rules 1-4  <i>*Note: Read Records Management Job Simulations FAQ, located in Blackboard, prior to completing DFS Job 1.</i>  <div style="text-align: center;"><b>Holiday September 7</b></div>	<b>Mindtap</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chapter Readings</li> <li><input type="checkbox"/> Practice Activities</li> <li><input type="checkbox"/> Application 3-1, 3-3</li> <li><input type="checkbox"/> Chapter 3 MC Quiz</li> <li><input type="checkbox"/> Activity 3-3</li> <li><input type="checkbox"/> Ch 3 SAM Project 1a</li> <li><input type="checkbox"/> Digital Filing Simulation (DFS) Job 1</li> </ul> <b>Blackboard</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Discussion Board 3 <ul style="list-style-type: none"> <li>o <b>READ</b> the discussion board rubric, located at the end of this syllabus, before posting!</li> </ul> </li> </ul> <b>Due Sept 7 at 11:59 p.m.</b>	2 a, c
Week 4 Sept 8-14	Chapter 4	Alphabetic Indexing Rules 5-8	<b>Mindtap</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chapter Readings</li> <li><input type="checkbox"/> Practice Activities</li> <li><input type="checkbox"/> Application 4-1, 4-2</li> <li><input type="checkbox"/> Chapter 4 MC Quiz</li> <li><input type="checkbox"/> Ch 4 SAM Project 1a</li> <li><input type="checkbox"/> DFS Job 2</li> </ul> <b>Blackboard</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Discussion Board 4 <ul style="list-style-type: none"> <li>o <b>READ</b> the discussion board rubric, located at the end of this syllabus, before posting!</li> </ul> </li> </ul> <b>Due Sept 14 at 11:59 p.m.</b>	2 a, c

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 5 Sept 15-21	Chapter 5	Alphabetic Rules 9-10	<b>Mindtap</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chapter Readings</li> <li><input type="checkbox"/> Practice Activities</li> <li><input type="checkbox"/> Application 5-2, 5-3, 5-4</li> <li><input type="checkbox"/> Chapter 5 MC Quiz</li> <li><input type="checkbox"/> Ch 5 SAM Project 1a</li> <li><input type="checkbox"/> DFS Job 3 &amp; 4</li> </ul> <b>Blackboard</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Discussion Board 5 <ul style="list-style-type: none"> <li>o <b>READ</b> the discussion board rubric, located at the end of this syllabus, before posting!</li> </ul> </li> </ul> <b>Due Sept 21 at 11:59 p.m.</b>	2 a, c
Week 6 Sept 22-28	Chapter 6	Alphabetic Records Management, Equipment, and Procedures	<b>Mindtap</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chapter Readings</li> <li><input type="checkbox"/> Practice Activities</li> <li><input type="checkbox"/> Application 6-1, 6-2</li> <li><input type="checkbox"/> Chapter 6 MC Quiz</li> <li><input type="checkbox"/> Ch 6 SAM Project 1a</li> <li><input type="checkbox"/> DFS Job 5, 6, &amp; 7</li> </ul> <b>Due Sept 28 at 11:59 p.m.</b>	2 a, c
Week 7 Sept 29-Oct 5	Chapter 7	Storing, Retrieving, and Transferring Records	<b>Mindtap</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chapter Readings</li> <li><input type="checkbox"/> Practice Activities</li> <li><input type="checkbox"/> Application 7-2</li> <li><input type="checkbox"/> Chapter 7 MC Quiz</li> <li><input type="checkbox"/> Activity 7-1</li> <li><input type="checkbox"/> Ch 7 SAM Project 1a</li> <li><input type="checkbox"/> DFS Job 8 &amp; 9</li> </ul> <b>Due Oct 5 at 11:59 p.m.</b>	6 a, c
Week 8 Oct 6-12	Chapter 8	Subject Records Management	<b>Mindtap</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chapter Readings</li> <li><input type="checkbox"/> Practice Activities</li> <li><input type="checkbox"/> Application 8-3</li> <li><input type="checkbox"/> Chapter 8 MC Quiz</li> <li><input type="checkbox"/> Ch 8 SAM Project 1a &amp; 2a</li> <li><input type="checkbox"/> DFS Job 10</li> </ul> <b>Due Oct 12 at 11:59 p.m.</b>	4 a, c

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 9 Oct 13-19	Chapter 9	Numeric Records Management	<b>Mindtap</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chapter Readings</li> <li><input type="checkbox"/> Practice Activities</li> <li><input type="checkbox"/> Application 9-1</li> <li><input type="checkbox"/> Chapter 9 MC Quiz</li> <li><input type="checkbox"/> Activity 9-2</li> <li><input type="checkbox"/> Ch 9 SAM Project 1a &amp; 2a</li> <li><input type="checkbox"/> DFS Job 11 &amp; 12</li> </ul> <b>Due Oct 19 at 11:59 p.m.</b>	3 a, b, c
Week 10 Oct 20-26	Chapter 10	Geographic Records Management	<b>Mindtap</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chapter Readings</li> <li><input type="checkbox"/> Practice Activities</li> <li><input type="checkbox"/> Application 10-2</li> <li><input type="checkbox"/> Chapter 10 MC Quiz</li> <li><input type="checkbox"/> Activity 10-3</li> <li><input type="checkbox"/> Ch 10 SAM Project 1a</li> <li><input type="checkbox"/> DFS Job 13</li> </ul> <b>Due Oct 26 at 11:59 p.m.</b>	5 a, c
Week 11 Oct 27- Nov 2	Chapter 11	Part 2: Electronic Records Management  Electronic Records File Management  <b>October 27 - Last Day to Withdraw without Academic Penalty</b>	<b>Mindtap</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chapter Readings</li> <li><input type="checkbox"/> Practice Activities</li> <li><input type="checkbox"/> Application 11-3</li> <li><input type="checkbox"/> Chapter 11 MC Quiz</li> <li><input type="checkbox"/> Activity 11-4, 11-5</li> </ul> <b>Due Nov 2 at 11:59 p.m.</b>	3 a, b, c
Week 12 Nov 3-9	Chapter 12	Electronic Media and Image Records	<b>Mindtap</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chapter Readings</li> <li><input type="checkbox"/> Practice Activities</li> <li><input type="checkbox"/> Application 12-3</li> <li><input type="checkbox"/> Chapter 12 True/False (TF) Quiz</li> <li><input type="checkbox"/> Chapter 12 MC Quiz</li> </ul> <b>Due Nov 9 at 11:59 p.m.</b>	1, 6 a, c
Week 13 Nov 10-16	Chapter 13	Electronic Records Management Tools and Processes	<b>Mindtap</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chapter Readings</li> <li><input type="checkbox"/> Practice Activities</li> <li><input type="checkbox"/> Application 13-1, 13-2</li> <li><input type="checkbox"/> Chapter 13 MC Quiz</li> <li><input type="checkbox"/> Ch 13 SAM Project 1a &amp; 2a</li> </ul> <b>Due Nov 16 at 11:59 p.m.</b>	1, 6 a, c

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 14 Nov 17-23		<b>Proctored Exam!</b> 50 Question Objective Test (Multiple Choice and True/False) Covering Chapters 11-13.	<b>Due to the uncertainties of COVID-19, You will not come to campus to take this exam; you will take this exam through Blackboard/Mindtap.</b>  <b>Due Nov 23 at 11:59 p.m.</b>	
Week 15 Nov 24-30	Chapter 14	Managing a RIM Program  <b>Holiday November 25 &amp; 26</b>	<b>Mindtap</b> <input type="checkbox"/> Chapter Readings <input type="checkbox"/> Practice Activities <input type="checkbox"/> Chapter 14 TF Quiz <input type="checkbox"/> Chapter 14 MC Quiz <input type="checkbox"/> Ch 14 SAM Project 1a  <b>Due Nov 30 at 11:59 p.m.</b>	1 a, c

#### COMPETENCY AREAS:

1. Basic Records Management Concepts
2. Alphabetic Filing
3. Numeric Filing
4. Subject Filing
5. Geographic Filing
6. Records Retention, Transfer, and Disposition

#### GENERAL CORE EDUCATIONAL COMPETENCIES

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

## DISCUSSION BOARD GRADING SCALE RUBRIC

Number of discussion posts	Number of discussion replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	Students who post their initial discussion board response to the discussion board topic and reply to at least one other students' post will be given a 100 on the assignment if the post is turned in by the due date, contains 4-5 sentences and free of grammatical and spelling errors. The student will receive a <b>one-point deduction for each grammatical and spelling error</b> in both their response and reply. <b>A 10-point deduction will be given for any response or reply that is not 4-5 sentences in length.</b> No credit will be given for any response or reply that is an answer of "yes/no" or "I agree/disagree."
1	0	70	<b>Any student that does not respond to at least one other students' post will not receive a grade above 70.</b> The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one-point deduction for each grammatical and spelling error in their response. A 10-point deduction will be given for any response that is not 4-5 sentences in length.
0	1	50	Students who only respond to a classmate's discussion post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one-point deduction for each grammatical and spelling error in their reply. A 10-point deduction will be given for any reply that is not 4-5 sentences in length.
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date.