



**BUSN 1250  
COURSE SYLLABUS  
Online  
Fall Semester 2016**

**Semester:** 201712 Fall Semester 2016  
**Course Title:** Records Management  
**Course Number:** BUSN 1250  
**Credit Hours/ Minutes:** 3/3000  
**Class Location:** GVTC/Blackboard  
**Class Meets:** Via Internet / 15 wks  
**CRN:** 20108  
**Preferred method of contact:**  
[tjernigan@southeasterntech.edu](mailto:tjernigan@southeasterntech.edu).

**Instructor:** Tina Jernigan  
**Office Hours:** 2:00-4:30 p.m. Monday-Thursday  
**Office Location:** Office 807 Gillis Building  
**Email Address:** [tjernigan@southeasterntech.edu](mailto:tjernigan@southeasterntech.edu).  
**Phone:** (912) 538-3123  
**Fax Number:** (912) 538-3106

**REQUIRED TEXT:** Records Management, 10<sup>th</sup> edition, CENGAGE Learning, ISBN: 978-1-305-11916-1.



**REQUIRED SUPPLIES & SOFTWARE:** No specific supplies are required for this class. Students are required to use Microsoft Office Applications, specifically Microsoft Word and Microsoft Access (preferably 2013 version) for class assignments. The data files used for class will be 2013. 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 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.

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

**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:** STC 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 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 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 midnight on Tuesday of each week. There will be no group work with assignments. If it states to complete with others in class, please ignore. All assignments will be saved and uploaded and attached for grading in BB via the chapter assignments links in the class. No emails will be sent as instructed to on some assignments.** 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 are required to submit all assignments via the assignment links in the course. **ASSIGNMENTS WILL NOT BE ACCEPTED LATE FOR THIS CLASS. THIS INCLUDES BOOK WORK, DISCUSSION BOARDS, AND/OR TESTS. IF WORK IS NOT COMPLETED BY THE DUE DATES A GRADE OF ZERO WILL BE GIVEN. NO EXCEPTIONS.**

**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.

**SPECIAL NEEDS:** Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), to coordinate reasonable accommodations.

**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 advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu).

**WITHDRAWAL PROCEDURE:** Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

**PROCTORED EVENT REQUIREMENT:** In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC

employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, 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. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

**The required proctored event for this class is scheduled on the following dates and times:  
Swainsboro Campus: Monday, November 14, 2-3 p.m. Room TBA or Vidalia Campus: Tuesday,  
November 15, 2-3 p.m., Gillis Building, Lab 809.**

**MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...):** Failure to take chapter tests will result in a grade of zero. **No makeup exams are allowed.** If Internet or browser failure occurs while taking an exam, contact instructor immediately. A decision will be made at that time if the exam will be reset. The instructor reserves the right to deduct points from exam scores for exceeding the scheduled time limit on the exams and/or requiring student to come to campus to take the exam.

**ACADEMIC DISHONESTY POLICY:** The STC Academic Dishonesty Policy states 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 STC Catalog and Student Handbook.

#### **Procedure for Academic Misconduct**

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

##### **--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.

##### **--Second Offense--**

Student is given a grade of "WF" 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.

##### **--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 second 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:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on STC'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 STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

**GRADING POLICY**

Chapter Assignments	40%
Chapter Tests	30%
Discussion Boards	10%
Proctored Exam	20%

**GRADING SCALE**

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

**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.*

**BUSN 1250-RECORDS MANAGEMENT  
FALL SEMESTER 2016 LESSON PLAN**

Date	Chap / Less	Content	Assignments & Tests Due <b>**Indicates assignments to submit for a grade</b>	Comp Area
Mon. Aug. 15		<b>First Day of Class:</b> <b>-BUSN 1250 Class Orientation (Lab 809) 3 p.m.</b>  <b>**Note: For my online classes, I do not require students to send me the student packets under the Getting Started link in the course. Make sure you open the information and review it.</b>	<b>Orientation Assignments:</b> <b>-Click the Getting Started link on the course menu in the Blackboard course and then the Start Here Items link to complete the orientation assignments (Pledge and Student Introductions). Please review the other items and marked viewed upon completion. This is required by all students!</b> <b>-Make contact with instructor via email for attendance to ensure intent on completing the course.</b>	
Week 1 Aug. 15-23	Chapter 1	Chapter 1: Records and Information Management  <b>**Note: Beginning in Chapter 3, some chapter assignments require that you use Microsoft Access. Most students should have been introduced to Access in COMP 1000. Also you may have already taken BUSN 1420 with me. Use the Access Tutorials and answer keys to review Access as needed to ensure you are able to complete the assignments for class. This is NOT required for a grade; however, continue to use as needed as a refresher. They are loaded in the BB course under Course Resources and on the M drive in the Business Technology/BUSN 1250 folder.</b>	-Read Chapter 1 -*Application 1-2 Page 17 -*Application 1-3 Page 17 -*Discussion Board #1 <b>-*Chapter 1 Test</b> <b>*Week 1 assignments due Tuesday, August 23, midnight.</b>	*1 **a,c
Week 2 Aug. 24-30	Chapter 2	Chapter 2: The RIM Environment	-Read Chapter 2 -*Application 2-1 Page 33 -*Application 2-2 Page 33 <b>-*Chapter 2 Test</b> <b>*Week 2 assignments due Tuesday, August 30, midnight.</b>	*1 **a,c
Week 3 Aug. 31-Sept. 6	Chapter 3	Chapter 3: Alphabetic Indexing Rules 1-4  <b>HOLIDAY-MONDAY, SEPTEMBER 5</b>	-Read Chapter 3 -*Application 3-1 Page 55 -*Application 3-3 Access Activity Pages 58-59 -*Discussion Board #2 <b>-*Chapter 3 Test</b> <b>*Week 3 assignments due Tuesday, September 6, midnight.</b>	*2 **a,c
Week 4 Sept. 7-13	Chapter 4	Chapter 4: Alphabetic Indexing Rules 5-8	-Read Chapter 4 -*Application 4-2 Pages 82-83 -*Application 4-4 Access Activity Page 85 -*Application 4-6 Page 86 <b>-*Chapter 4 Test</b> <b>*Week 4 assignments due Tuesday, September 13, midnight.</b>	*2 **a,c

Week 5 Sept. 14-20	Chapter 5	Chapter 5: Alphabetic Indexing Rules 9-10	-Read Chapter 5 -*Application 5-3 Page 112 -*Application 5-4 Pages 112-114 -*Application 5-5 Access Activity Pages 114-115 -*Discussion Board #3 -* <b>Chapter 5 Test</b> <b>*Week 5 assignments due Tuesday, September 20, midnight.</b>	*2 **a,c
Week 6 Sept. 21-27	Chapter 6	Chapter 6: Alphabetic Records Management, Equipment, and Procedures	-Read Chapter 6. -*Application 6-2 Page 152 -*Application 6-3 Access Activity Page 153 -* <b>Chapter 6 Test</b> <b>*Week 6 assignments due Tuesday, September 27, midnight.</b>	*2 **a,c
Week 7 Sept. 28-Oct. 4	Chapter 7	Chapter 7: Storing, Retrieving, and Transferring Records	-Read Chapter 7 -*Application 7-1 Access Activity Page 185 -*Application 7-2 Pages 185-186 -*Discussion Board #4 -* <b>Chapter 7 Test</b> <b>*Week 7 assignments due Tuesday, October 4, midnight.</b>	*6 **a,c
Week 8 Oct. 5- 11	Chapter 8	Chapter 8: Subject Records Management  <b>MID-TERM-OCTOBER 10</b>	-Read Chapter 8 -*Application 8-1 Access Activity Page 213 -*Application 8-3 Pages 214-215 -* <b>Chapter 8 Test</b> <b>*Week 8 assignments due Tuesday, October 11, midnight.</b>	*4 **a,c
Week 9 Oct. 12- 18	Chapter 9	Chapter 9: Numeric Records Management	-Read Chapter 9 -*Application 9-1 Page 244 -*Application 9-2 Access Activity Page 244 -*Discussion Board #5 -* <b>Chapter 9 Test</b> <b>*Week 9 assignments due Tuesday, October 18, midnight.</b>	*3 **a,c
Week 10 Oct. 19- 25	Chapter 10	Chapter 10: Geographic Records Management	-Read Chapter 10 -*Application 10-2 Page 274 -*Application 10-4 Page 276 -* <b>Chapter 10 Test</b> <b>*Week 10 assignments due Tuesday, October 25, midnight.</b>	*5 **a,c
Week 11 Oct. 26- Nov. 1	Chapter 11	Chapter 11: Electronic Records File Management	-Read Chapter 11 -*Application 11-1 Pages 306-307 -*Application 11-3 Page 308 -* <b>Chapter 11 Test</b> <b>*Week 11 assignments due Tuesday, November 1, midnight.</b>	*3 **a,c
Week 12 Nov. 2-8	Chapter 12	Chapter 12: Electronic Media and Image Records	-Read Chapter 12 -*Application 12-3 Page 332 -* <b>Chapter 12 Test</b> <b>*Week 12 assignments due Tuesday, November 8, midnight.</b>	*1,6 **a,c

Week 13 Nov. 9-15	Proctored Exam Week	Proctored Exam  <b>PROCTORED EXAM DATES: SWAINSBORO CAMPUS: MONDAY, NOVEMBER 14, 2-3 P.M. ROOM TBA.</b> <b>OR</b> <b>VIDALIA CAMPUS: TUESDAY, NOVEMBER 15, 2-3 P.M., ROOM 809 GILLIS BUILDING</b>	<b>*Proctored Exam</b>	*1-6 **a,c
Week 14 Nov. 16-22	Chapter 13	Chapter 13: Electronic Records Management Tools and Processes	-Read Chapter 13 -*Application 13-1 Page 348 -*Application 13-2 Pages 348-349 -*Application 13-6 Access Activity Pages 352-353 -* <b>Chapter 13 Test</b> <b>*Week 14 assignments due Tuesday, November 22, midnight.</b>	*1,6 **a,c
		<b>HOLIDAYS-NOVEMBER 23 AND 24</b>		
Week 15 Nov. 28-Dec. 1	Chapter 14	Chapter 14: Managing a RIM Program  <b>**NOTE THE SHIFT IN THE DUE DATE FOR LAST WEEK OF CLASS.</b>	-Read Chapter 14 -*Application 14-1 Page 378 -* <b>Chapter 14 Test</b> <b>*Week 15 assignments due Thursday, December 1, midnight.</b>	
Thurs. Dec. 1		<b>LAST DAY OF FALL SEMESTER</b>		
* <b>BUSN 1250 Competency Areas:</b> 1. Records Management Concepts 2. Alphabetic Filing 3. Numeric Filing 4. Subject Filing 5. Geographic Filing 6. Records Retention, Transfer, and Disposition.			<b>**General Core Educational Competencies</b> 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.	



**ADDITIONAL CLASS INFORMATION: (Students are responsible for all information contained in this lesson plan. This lesson plan is subject to change at instructor's discretion.)**

- **ASSIGNMENTS:** All assigned work from the textbook must be submitted via the assignment links in the chapter folders for grading by the due dates as indicated above. It is the student's responsibility to make sure all assignments are completed and submitted. **NOTE: ALL BOOK WORK, DISCUSSION BOARDS, AND TESTS MUST BE SUBMITTED BY THE DUE DATES. NO LATE WORK WILL BE ACCEPTED FOR THIS CLASS. NO EXCEPTIONS!!**

Always key your name and assignment number on all your work before submitting it for grading. **(Example: Tina Jernigan, Application 1-2 Page 17).** **\*\*Ten Points will be deducted automatically for failure to key name on assignments or key assignment information in any database files used.**

**REFER TO THE CHAPTER FOLDERS IN THE BLACKBOARD COURSE UNDER THE CHAPTER ASSIGNMENTS LINK ON THE MENU TAB FOR ANY ADDITIONAL INFORMATION REGARDING ASSIGNMENTS. STUDENTS ARE RESPONSIBLE FOR OBTAINING AND REVIEWING THIS INFORMATION.**

- **DISCUSSION BOARDS:** Students will complete five (5) discussion board assignments (see lesson plan above for assigned weeks) that will count as part of the final course grade. These discussions will be graded from discussion board area by instructor. The Discussion Board assignments are located under the Discussion Board link on the course menu. Students are required to post at least four comments to each discussion board. This means at least one original post and three replies to other students in class. **See discussion board grading rubric attached to end of course syllabus on how you will be evaluated.**
- **CHAPTER TESTS AND PROCTORED EXAM:** Students will take chapter tests covering the material in the textbook. Proctored Exam will be given during week 13. You will find the information sheet for the proctored exam under the Proctored Exam link on the menu. Failure to take the chapter tests or the proctored exam will result in a grade of zero. No exceptions. Tests will only be made available during the weeks assigned.
- **EMAILS:** Make sure that you always key your name and class in the subject line of every email you send me so I know which class you are in. **For example: BUSN1250/Tina Jernigan. There is an email tool to use in the BB course to email me at any time.**
- **CHECKING GRADES:** A grade book is made available in the Blackboard course on the Home page on the menu labeled "My Grade". This grade book is for students to review and is continuously updated throughout the semester. Students are to keep in mind that if assigned a grade of zero that these grades are not automatically counted in the current averages shown until instructor post those grades manually so averages could seem higher at the time before posting these grades. Students are responsible for knowing how to average their grades, not the instructor. The overall percentage averages should display in the grade book to help track course progress.



## **BUSN 1250-RECORDS MANAGEMENT**

### **(ONLINE CLASS) GRADING SCALE INFORMATION**



1. **Three points will be assessed per error on assignments. Ten points will automatically be deducted for not keying name on assigned work or not keying your name and assignment information in the Document Properties of the databases. \*Make sure your name and assignment information is keyed on all assignments somewhere on the document before submitting for grading....take ownership of your work! Note that points may be deducted for excessive spelling and/or grammar errors.**
2. **Chapter assignments will be averaged together to arrive at weekly chapter grades. Any assignments not completed will earn a grade of zero.**
3. **Five discussion boards are assigned throughout the semester. See lesson plan for weeks assigned. Students are required to post at least four (4) comments to each discussion board. This means at least one original post and three replies to other students in class.**

**\*REVISED FALL SEMESTER 2016**

**\*\*INSTRUCTOR RESERVES THE RIGHT TO CHANGE GRADING SCALE AT ANY POINT DURING THE SEMESTER.**

**BUSN 1250 DISCUSSION BOARD  
GRADING RUBRIC**

<b>Performance</b>	<b>Exceptional 100</b>	<b>Proficient 90</b>	<b>Satisfactory 80</b>	<b>Poor 70</b>
<b>Grammar/ Spelling</b>	Grammatical and Spelling errors do not exist.	Grammatical and Spelling errors are few and cause no comprehension problems.	Grammatical and Spelling errors cause the reader to reread many parts of the discussion board.	Grammatical and Spelling errors are frequent. Makes discussion board confusing to read and comprehend.
<b>Posts &amp; Word Count</b>	<ul style="list-style-type: none"> <li>• Posts at least 1 original comment early to allow others time to read and reply to 3 or more posts</li> <li>• 25+ words in main thread</li> </ul>	<ul style="list-style-type: none"> <li>• Posts at least 1 original comment early to allow others time to read and reply to 2 posts</li> <li>• 20-24 words in main thread</li> </ul>	<ul style="list-style-type: none"> <li>• Posts at least 1 original comment for others to read and reply to. Some required postings missing. Reply to 1 posts</li> <li>• 11-19 words in main thread</li> </ul>	<ul style="list-style-type: none"> <li>• Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. Reply to 0 posts</li> <li>• 1-10 words in main thread</li> </ul>

**\*NOTE: A GRADE OF ZERO WILL BE ASSIGNED FOR ANY DISCUSSION BOARDS NOT COMPLETED BY THE DUE DATES. THESE CANNOT BE POSTED LATE.**

**\*\*INSTRUCTOR RESERVES THE RIGHT TO ADJUST DISCUSSION BOARD REQUIREMENTS AT ANY TIME DURING THE SEMESTER.**