

FALL 2012
COMPUTER APPLICATIONS 33
Records Management and Filing
Section # 8006

Instructor: Ms. Woodmansee
Class: Monday & Wednesday 2:15 – 3:45 p.m.

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Office Location: Inst. Bldg. #18
Office Hours: Monday & Wednesday 8:30 – 9:00 a.m.
Tuesday & Thursday 1:00 – 3:30 p.m.

Texts:

Read, Ginn: Records Management, 9th Edition (ISBN 978-0-538-73141-6)
Read, Ginn: Records Management Practice Set, 9th Edition (ISBN 978-0-538-73142-3)

Supplies:

One package of Scantrons, printer card, and USB Flash Drive.

Student Learning Outcomes:

As a result of students taking CAOT 33, students will demonstrate the ability to plan, design, create, and implement an effective and efficient manual and computerized filing system. Assessment will include T/F, multiple choice, and practical exams on the computer.

Course Content:

Students will learn principles and practices of effective records management for manual and computerized records systems. Because both manual and computerized records systems rely on the same basic storage and retrieval rules, traditional paper-based examples with current records management trends are discussed. Image records and electronic media used in computerized systems will also be discussed. Emphasis is placed on control, ensuring that the records system achieves its goal. The practice set will reinforce principles presented in the textbook.

Requirements:

Records Management: One chapter per week will be required as homework. Answers to the Study Guide questions at the end of each chapter are to be submitted for approval. Application problems will be completed using a computer. Four tests will be given.

Records Management Projects: Twelve jobs and twelve computer activities will be completed. Twelve report sheets and twelve computer activities will be submitted for a grade.

Student Conduct:

- Attendance: It is important that you attend class. You are expected to attend class and are responsible for assigned course work. Arrive on time and don't leave early.

If you have more than three absences, you may be dropped from your class on your fourth absence. However, it is not your instructor's responsibility to drop you. It is your responsibility to drop if you decide not to finish the course. If you do not drop by the deadline, your name will appear on the grade roster at the end of the semester, and I will have no choice but to assign an F grade for the course.

This semester a new policy goes into effect that limits all students to just three chances at a particular course. This includes W's as well as D's or F's, and in order to avoid a W someone must drop before the census date at the beginning of the third week.

See class calendar for deadline.

- Lecture attendance is required.
- Turn cell phones and any other electronic devices off during class time.
- Food and/or drinks are not permitted in the classroom.
- Respect everyone in the class; disrespectfulness will not be tolerated.
- Cheating Policy: Cheating constitutes academic dishonesty. Each student is responsible to do his/her own work on assignments and on exams. Any cheating will be dealt with as severely as College policy allows. Penalty ranges from no credit for the assignment to exclusion and/or an "F" grade for the course. Any instance of academic dishonesty will significantly affect the grade of all individuals involved. The use of any electronic devices during an exam is prohibited.

Student Evaluation:

The final grade will be based upon the following:

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| End of Chapter Work | 20% |
| Tests (4) | 40% |
| Jobs and Computer Activities (12) | 20% |
| Final Exam | 20% |

Class Calendar Fall 2012:

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| Week 1: | 8/27 | Orientation |
| Week 2: | *9/3–Labor Day | Records Management-Chapter 1 Last day to drop with a refund (without a “W”) 9/7 – In Person, 9/9 – Internet |
| Week 3: | 9/10 | Records Management-Chapter 2 9/10 – Last day to drop with a refund (with a “W”) |
| Week 4: | 9/17 | Records Management-Chapter 2 Job 1 and Computer Activity |
| Week 5: | 9/24 | Records Management-Chapter 3 Job 2 and Computer Activity |
| Week 6: | 10/1 | Records Management-Chapter 4 Job 3 and Computer Activity Records Mgmt. Test 1 |
| Week 7: | 10/8 | Records Management-Chapter 5 Job 4 and Computer Activity |
| Week 8: | 10/15 | Records Management-Chapter 6 Job 5 and Computer Activity |
| Week 9: | 10/22 | Records Management-Chapter 7 Job 6 and Computer Activity Records Mgmt. Test 2 |
| Week 10: | 10/29 | Records Management-Chapter 8 Job 7 and Computer Activity |
| Week 11: | 11/5 | Records Management-Chapter 9 Job 8 and Computer Activity |
| Week 12: | *11/12–Veteran’s Day | Records Management-Chapter 10 Job 9 and Computer Activity Records Mgmt. Test 3 Last day to drop with a “W” 11/16 – In Person, 11/18 – Internet |
| Week 13: | 11/19 | Records Management-Chapter 11 Job 10 and Computer Activity |
| Week 14: | 11/26 | Records Management-Chapter 12 Job 11 and Computer Activity |
| Week 15: | 12/3 | Job 12 and Computer Activity Records Mgmt. Test 4 |
| Week 16: | 12/10 | Final |