

OA103-1 FILING SYSTEMS

Sandy R. Balbin, Associate Professor
Tuesday/Thursday 6 - 7:30 p.m.
Room D2
Fall 2005

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Office Hours (Room D8-B)
By appointment: Mon. 2:00 - 4:00 p.m.
Tue. 12:00 - 2:00 p.m.
Wed. 2:00 - 4:00 p.m.

DESCRIPTION

The course introduces the student to the basic concepts involving business records control. Filing procedures (alphabetic, numeric, geographic, and subject) and the maintenance and disposition of records will be discussed.

OBJECTIVES

The student will:

1. Index, code, and arrange personal names, business names, and organization names in correct filing order.
2. Index using numeric filing methods.
3. Index using geographic location filing methods.
4. Index using subject filing methods.
5. Index using computer databases.

COURSE ACTIVITIES

Students are required to use a microcomputer to complete office application assignments. Formal lectures taken from textbook and other reference books are given. Discussion of the textbook, hands on exercises, written/oral presentations, group and individual activities are all part of the course requirements. Quizzes and tests will be administered periodically to evaluate the student's progress. (Note: Quizzes may or may not be announced). Homework/Class assignments will be given.

PERFORMANCE CRITERIA AND EVALUATION

Students are expected to attend class regularly and promptly, read assignments, and be prepared to participate in class work.

Students will observe good organizational skills by: (1) finding out what they have missed in class, (2) submitting assignments on designated due dates, and informing the instructor of anticipated absences. Ten percent (10%) will be deducted for tests and classwork/assignments submitted late.

Each class activity is assigned points. All scores will be collected and computed. The final grade will be assigned according to the scale shown below:

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

The student's final grade will be distributed as follows:

50%	Tests
30%	Quizzes & Projects
20%	Assignments

- NOTE:** ☹ No make-up test will be allowed unless previous arrangements have been made with the instructor.
- ☹ Students who are caught cheating by the instructor will automatically be given a grade of "F" for the activity.

STUDENTS WITH SPECIAL NEEDS

In compliance with Section **504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA)**, a student who wishes to receive some instructional accommodation, because of a documented sensory and/or learning disability, should meet with the instructor to discuss this accommodation. The student must have been identified, as "special needs" by the college and an appropriate letter must be provided by the *Accommodative Services Coordinator* to the course instructor. Provisions for accommodations will be made by the instructor based upon written guidelines from the college's *Office of Accommodative Services*.

ELECTRONIC SOCIALIZING/ELECTRONIC COMMUNICATION DEVICES

Chat, IM, e-mail, or surfing the net is not allowed during the class. To minimize classroom disruptions and protect the integrity of test-taking situations, activated electronic communication devices such as pagers and cellular phones should be turned off.

MAKE-UP POLICY

Students who are absent from class are responsible for the lessons/materials missed. Upon return to the classroom, students are allowed to make up assignments and tests missed within two (2) class meeting days, otherwise no points will be awarded.

Make-up for assignments are to be completed outside of class time and not during the class period. Students are required to arrange for lab time outside of class for completion of assignments.

Make-up for tests will be administered outside of class time. The student will be responsible for scheduling an appointment with the instructor to take the test(s) missed. No make-ups will be given for any missed quiz. Student must be present during this activity to receive any points.

EMERGENCY POLICY

In the event classes are canceled as a result of a power outage, water outage, bomb scare, typhoon, or other natural disaster, all classes missed will be made up by: (1) extending the class meeting time an additional 15-20 minutes until the contact hours missed are met **or** (2) scheduling the class(es) on a Friday or Saturday.

TEXTBOOK AND SUPPLIES

Textbooks: Records Management, 7th Edition by Judith Read-Smith, Mary Lea Ginn, and Norman F. Kallaus. 2002. South-Western.

Records Management Projects, 7th Edition by Judith Read-Smith. 2002. South-Western.

Supplies: Two (2) Pocket Folders, Paper, Pen and Pencil, and four (4) 3 ½ inch 1.44 MB Diskette.

TENTATIVE COURSE SCHEDULE

Aug. 18 - Sept. 15	Overview and Expectations Chapter 1: Records Management in Review Chapter 2: Alphabetic Indexing Rules 1-5 Chapter 3: Alphabetic Indexing Rules 6-10
Sept. 15	Test #1
Sept. 20 - Oct. 11	Chapter 4: Alphabetic Indexing Rules for Computer Applications Chapter 5: Alphabetic Records Management Chapter 6: Records Retention, Retrieval, and Transfer
Oct. 11	Test #2
Oct.13 - Nov. 1	Chapter 7: Subject Records Management Chapter 8: Numeric Records Management Chapter 9: Geographic Records Management
Nov. 1	Test #3
Nov. 3 - Nov. 22	Chapter 10: Electronic Records Chapter 11: Image Records Chapter 12: Controlling the Records and Information Management Program
Nov. 22	Test #4
Nov. 24	HOLIDAY: Thanksgiving Day
Nov. 29 - Dec. 1	Project Presentations