

Fall 2013
Eastern Wyoming College
BOTK 2750: Records and Information Management

Contact Information

INSTRUCTOR: Christine French
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Course Description

A course covering the background training in the basic filing principles and in the technique of records control with special emphasis given to the principles common in all systems of filing.

Course Rationale

Due to the rapidly expanding role of information needed to run businesses and organizations, there is an ever-increasing need for proper management and control of information and records. This class is a requirement for the Business Office Technology and Business Administration A.A.S. programs. It would be an appropriate elective for most majors.

Instructional Media & Resources

Required Text: Records Management, 9th Ed., Read and Ginn, South-Western Cengage Learning, 2011, ISBN 978-0-538-73141-6

Required Software: Microsoft Word and Access 2007/2010/2013

Text Website: www.cengage.com/officetech/read

The textbook is available through the EWC Bookstore at 1-888-EWC-TEXT (888.392.8398) where you may apply financial aid toward your purchase. The textbook may also be purchased directly through the publisher or ordered through other online or ground booksellers.

Course Objectives

After completion of this course, the successful student should be able to:

- identify possible careers in records management.
- describe how records are classified and used in businesses.
- demonstrate understanding of indexing rules in alphabetic filing, geographic filing, numeric filing, subject filing, and chronological filing.
- enter and sort date in an electronic database.
- illustrate the need for an efficient filing system and the characteristics of the same.
- demonstrate an understanding of a records control system in a central filing system.
- describe the methods for transferring and storing file materials.
- describe computerized filing system as well as micrographics and their uses.
- demonstrate knowledge of automated records systems and equipment.
- identify different types of filing equipment and their uses.
- describe methods for controlling access to the files.

Tentative Course Outline

Dates	Topic
Week #1 8/27-8/30	Chapter 1: Records Management
Week #2 9/3-9/6	Chapter 2: Alphabetic Indexing Rules 1-4
Week #3 9/9-9/13	Chapter 3: Alphabetic Indexing Rules 5-8
Week #4 9/16-9/20	Test 1: Chapters 1-3
Week #5 9/23-9/27	Chapter 4: Alphabetic Indexing Rules 9-10
Week #6 9/30-10/4	Chapter 5: Electronic File Management
Week #7 10/7-10/11	Chapter 6: Alphabetic Records Management, Equipment, and Procedures
Week #8 10/14-10/18	Test 2: Chapters 4-6
Week #9 10/21-10/25	Chapter 7: Storing, Retrieving, and Transferring Records
Week #10 10/28-11/1	Chapter 8: Subject Records Management
Week #11 11/4-11/8	Chapter 9: Numeric Records Management

Week #12 11/11-11/15	Test 3: Chapters 7-9
Week #13 11/18-11/22	Chapter 10: Geographic Records Management
Week #14 11/25-11/29	Chapter 11: Electronic and Image Records
Week #15 12/2-12/6	Chapter 12: The Records and Information Management Program
Week #16 12/9-12/13	Test 4: Chapters 10-12

Course Requirements

The student will be required to read the chapter materials, answer the end-of-the-chapter questions, participate in discussion boards, and complete application activities. In addition, the student will be assessed on their learning after every three chapters, and a final comprehensive exam will be given at the end of the course.

Grading Criteria

All assignments will be assigned a point value. Grades will be determined based on the following grading scale:

Letter Grade	Percentage
A	90% and above
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	Below 60%

General Education Requirements

- **Communication Skills:** EWC graduates will be able to understand and communicate ideas and information written and spoken English that reveals mastery of terminology appropriate to their disciplines.
- **Analytical and Quantitative Reasoning:** EWC graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.
- **Technology Skills:** EWC graduates will be able to demonstrate competence using technology appropriate to their disciplines.
- **Social Awareness:** EWC graduates will be able to demonstrate awareness of the relationship between the individual and the world.

- **Information Literacy:** EWC graduates will be able to locate, evaluate, and use information effectively.

Withdrawal Policy

Withdrawal from the course must be initiated by the student following procedures outlines in the current Eastern Wyoming College catalog. A student may request a withdrawal from the instructor.

Academic Dishonesty

Academic dishonesty is not tolerated. Dishonesty includes plagiarism, cheating and any conscious act by a student that gives him or her an undue advantage over fellow students.

Plagiarism - Copying or using the ideas of another without giving proper credit through the use of quotation marks, footnotes, or other forms of reference.

Cheating - Making unauthorized use of answers to examinations, tests, quizzes, class assignments, as well as copying from fellow students or submitting work that has been done by someone else.

Students shall complete all assigned course work individually unless otherwise indicated. Academic dishonesty of any kind shall result in a score of zero on the assignment of examination and may result in withdrawal from the course or a grade of F, as the instructor deems appropriate. In addition, the instructor may refer the student to the appropriate EWC official for further discipline.

ADA Accommodations

Eastern Wyoming College is committed to providing reasonable accommodations for qualified individuals with disabilities. If a student has a disability and desires a reasonable accommodation for such disability, the student should contact Debbie Ochsner (532.8238) or Tom McDowell (532.8330) as soon as possible so that arrangements may be made.

Disclaimer

Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the class. However, this syllabus should not be considered a contract between Eastern Wyoming College and the student. The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in course content or instructional technique without notice or obligation.

Additional Contact Information

If you have any difficulties interacting with this course or the LancerNet Learning system software, please contact:

- Aaron Bahmer, Instructional Technologist, at abahmer@ewcmail.wy.edu
- David Banville, Instructional Technologist, at dbanville@ewcmail.wy.edu

If you have questions about EWC and distance learning, please contact:

- Dee Ludwig, Associate Dean of Instruction, at either 307.532.8221 or 1.866.327.8996 x8221 (8:00 am to 5:00 pm Mountain Time)

If you have questions about Registration & Student Records (including LancerNet), please contact:

- Sue Schmidt, Administrative Assistant for Student Records, at either 307.532.8207 or 1.866.327.8996 (1-866-EAST WYO) x 8207 (8:00 am to 5:00 pm Mountain Time)
- Lynn Wamboldt, Administrative Assistant for Special Programs, at either 307.532.8220 or 1.866.327.8996 (1-866-EAST WYO) x 8207 (8:00 am to 5:00 pm Mountain Time)