RECORDS MANAGEMENT-POFT 1419  
STUDENT INFORMATION PLAN  
INTERNET-SPRING 2007

**My work week is Monday through Friday during the fall & spring and Monday through Thursday during the summer. Email responses will generally be within 24 hours. For email messages received on Fridays (Thursdays in the summer) or holidays, responses will be on the following work day.**  

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RATIONALE FOR COURSE:

Records Management has become a vital part of business today. The rapid expansion of business, new methods of communication, government regulations, and numerous other factors have brought the importance of filing and records management to the attention of businessmen. The effectiveness of the executive depends on having the right information at the right time, and one of the functions of the business office is to produce that information systematically.

COURSE DESCRIPTION:

This course is designed to prepare the student to meet the needs of business by teaching the basic principles and procedures for filing and managing records, and by promoting an understanding of the total concept of records management.

MATERIALS NEEDED:

- Records Management, 8th Edition, Read & Ginn (includes Simulation packet)  
- USB drive (if working on campus)

WEBCT:

We will use WebCT for classroom management (SIP, email, calendar, testing, instructions, etc.). All students will be able to access their WebCT account as noon on the first day of class. Every student who enrolls after this day will be added in by the next day by noon. If you have a problem accessing WebCT, please contact the Distance Education Department at 281-756-3728 or de@alvincollege.edu.

To access WebCT, log on to the college’s website http://www.alvincollege.com

Click the “WebCT” icon  
Click on “Log on to”  
Key in your “username” and “password”

Your “username” will be the following: firstname.lastname (lowercase--ex. catherine.finley)  
Don’t forget the period in-between the two words. If you have multiple last names (for example De Los Santos) these will be combined into one word. Hyphens will be left in as they are. Please check your fee
statement to see how our system spells your name as this is what these accounts will be set up from. Your initial “password” will be “alvincc” (lowercase). You can change your password once you have logged in.

COURSE COMPETENCIES:

1. Student will learn the basic principles and procedures of records storage and control. C6, C8, F1, F7
2. Student will learn the rules for alphabetic, numeric, geographic, and subject methods of filing. F1, C6
3. Student will develop skill in applying the basic rules for filing and will learn the various methods of storing and retrieving special records. F1, F8, C6, C8

COURSE COMPLETION REQUIREMENTS:

- Read the assigned chapters.
- Complete assignments on time.
- Complete all finding tests and exams.

GENERAL INSTRUCTIONS:

1. The class requires approximately 6 hours per week in the fall/spring and 8 hours per week in the summer.

   D-213 & D235 Lab Hours:
   Monday-Thursday Open until 9 pm
   Friday Open until 5 pm (closed on Friday in the summer)
   *After Hours Lab Policy (D235 only--see Campus Police form for rules)

2. Students are encouraged to make every effort to complete exams by the deadline. If you are unable to complete an exam by the deadline, you must notify the instructor as soon as possible. Exceptions will only be given in an emergency. You are limited to one emergency! If more than one exam is missed, the others will receive a zero. Failure to complete an exam will result in an automatic zero (0) for the exam(s) missed. Finding tests cannot be made up. You may drop your lowest finding test grade. EXAMS AND FINDING TESTS CANNOT BE RETAKEN!

3. Incompletes will not be given unless a student has completed a minimum of 75% of all assignments and tests, and has experienced a true emergency near the end of the semester. The student must request the incomplete.

4. A student wishing to withdraw from a course must submit a withdrawal form to the Records Office by April 10, 2007.

5. Only students registered for classes may attend class/lab. To avoid disruption of class/lab, children of enrolled students may not attend classes. Further, cellular phones, pagers, and other
electronic equipment which may be considered disruptive to instruction should not be brought to class/lab. In emergencies, students may be contacted through the Campus Police Office, (281) 756-3700/3703. (See ACC Catalog)

EVALUATION OF COURSE COMPETENCIES:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>50%</td>
</tr>
<tr>
<td>Access Assignment</td>
<td>10%</td>
</tr>
<tr>
<td>Finding Tests</td>
<td>40%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

GRADING SCALE:

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

CLASS/LAB RULES:

1. Use only the equipment that has been designated for your class.
2. No children or friends allowed in class/lab.
3. No food or drinks allowed in class/lab.
4. Do not unplug or move equipment.
5. If you experience difficulty with any equipment, notify an instructor/lab assistant or leave a note explaining what is wrong with the equipment.

DISTANCE EDUCATION

ACC has three different ways that you can take distance education classes: Online (WWW), TV Courses (TV), or through independent, directed self-study (TBA). Internet and TV classes are listed under the "Internet/Television Classes" heading in the schedule.

How does distance education work?
Once you have registered, you need to contact your instructor during the first week (via email –first letter of first name last name@alvincollege.edu. For example: psanger@alvincollege.edu). Your instructor will tell you about the course, give you the materials, and tell you what you need to do. From then on, you work within the timeline that your teacher sets, and hand in assignments by their due date. If there are any tests, you may take them online or at the Learning Lab, depending on the class.

Why should I take a distance education class?
The biggest benefit in taking a distance learning class is time. You can do the work at any time during the day while keeping up with the course. You do not need to be in class at any given time, however, you need to stay on top of the assignments and make sure that you get them in by the due dates. There is nothing harder to do than to catch up on a week or two of work.
Is distance education for me?
Can you dedicate 4-10 hours weekly to the course?
Is there a quiet place for you to study or work on your assignments?
Do you have good time management skills?
Are you self disciplined?

I can answer "Yes" to all of the above, am I ready for an online (WWW) course?
If you can also answer "Yes" to these, then online classes may be right for you.
Do you have unlimited access to a computer?
Do you know how to navigate on the Internet?
Do you have E-mail?
Can you check into your class at least every other day?

ADA STATEMENT:

"This college will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunities. It is the policy of Alvin Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. It is the student's responsibility to contact the Counseling Center in a timely manner to arrange for appropriate accommodations."

CAREER SERVICES ON CAMPUS:

Career Services consist of a career library, individual counseling, career workshops, job placement, and job fairs. Career Services is linked to the College’s website, alvincollege.edu.

Career Library Resources contains career books listing major employers, vocational biographies, job search information and videos. Student workstations consist of computer planning software, resume writing software and easy access to labor market information.

Individual Counseling will assist students by critiquing resumes and job search strategies.
Career Workshops offer workshops on job-search topics such as resume and cover letter writing, interview preparation and tapping the hidden job-market.

Job Placement Service receives weekly from local and national employer job vacancies. These job vacancies are posted on job boards on campus, on the college’s website (alvincollege.edu and click on job corner), and Office Administration’s bulletin board.

I have read and understand the Student Information Plan (SIP) for Records & Information Management.

__________________________                           _____________________________
Date                                                                       Student Signature