



<b>GRADING:</b>	Points	<b>ASSIGNMENTS:</b>
Achievement Tests	= 400	*All items must be completed
Finding Tests 1 - 10	= 255	to receive <b>100</b> points, no partial credit.
Discussions	= 45	-- Comment on 2 students' Discussion postings.
*Projects/End of Chapter Work	= 100	<b>A = 900-1000 points</b>
Final Test	= 100	<b>B = 800-899 points</b>
Alphabetic Filing Test	= <u>100</u>	<b>C = 700-799 points</b>
<b>TOTAL</b>	<b>1000</b>	<b>D = 600-699 points</b>

**Partial points not awarded for assignments. All assignments need to be submitted correctly in order to receive the 100 points for assignments.**

*The final exam will be an objective test at a campus testing center of choice. It will be available Saturday, December 8, and Monday, December 10. No books, notes or any aids are allowed with this final exam. Check with the testing center for hours of operation. You must present a Valencia ID to obtain the final exam. This final exam is required. If the final exam is not taken, the grade of F will be the course grade. Go to <http://www.valenciacollege.edu/testingcenter/contact.asp> for Testing Center Hours.*

**GENERAL:** You will be completing your homework online at cengagebrain.com. **Please follow the Assignment Sheet as to which items to complete. I will review your work at cengagebrain.com. You will take tests in Blackboard, Assessments. Please follow the Assignment Sheet carefully.**

**MAKE-UP POLICY FOR EXAMINATIONS AND ASSIGNMENTS:** Finding Tests, Achievement Tests, and the Alphabetic Filing Test are dated items. They expire after a certain amount of time. Once the date passes, you will not be able to enter the test. Please be aware of the deadline a test has and take this test in a timely manner. No make-up tests will be provided without explicit consent of instructor, which will only be granted in case of documented extreme emergency. ***Points will be deducted for late tests. Finding tests taken late will have 5 points deducted for each test and 10 points deducted for each late Achievement and Alphabetic Filing Test. All work is due Monday at midnight. Internet Access & a computer are required for this course to complete work on time. Tests should be taken early in the day.***

**WITHDRAWAL:** Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of "W". A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W". Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F". For a complete policy and procedure overview on Valencia Policy 4-07 please go to: <http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=75>. **Fall withdrawal is Nov. 2.**

**ATTENDANCE:** Regularity in online classroom participation is vital to academic success. Students are expected to have weekly email contact with the professor and weekly submission of work. Students who do not maintain regular email contact can expect to be dropped from the roll if unexplained. Consult the Valencia catalog for information on when to withdraw from a class and receive a **W**. If you must withdraw from this course or any Valencia College class, you may do so through your Valencia account. Please consult your professor before dropping this course or any of your courses.

**NO SHOW PROCEDURE:** Any student who does not attend class prior to the start of the no-show period for each part of a term will be withdrawn by the instructor as a no-show. This will count as an attempt in the class, and students will be liable for tuition. If your plans have changed and you will not be

attending this class, please withdraw yourself through your Atlas account during the drop period for the term. **For purposes of this online class, attendance will be determined by completing the Syllabus Quiz in order to document your attendance in this class. This quiz will be active the first two weeks of class. Go to Assessments, Syllabus Quiz. It needs to be completed by September 13.**

**COLLEGE POLICIES:** A full description of all College policies can be found in the College Catalog at <http://www.valenciacollege.edu/catalog/>; Policy Manual at <http://www.valenciacollege.edu/generalcounsel/>; and the Student Handbook at <http://www.valenciacollege.edu/pdf/studentandbook.pdf>.

**STUDENT ASSISTANCE PROGRAM:** Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

**ACADEMIC HONESTY:** Each student is expected to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression unless the assignment specifically states "group project." Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog.

**VALENCIA I.D. CARDS:** Valencia I.D. cards are required in order to use the LRC, Testing Center, and IMC. Cards are free and can be obtained in the Student Development Office in 5-212

**OFFICE OF STUDENTS WITH DISABILITIES INFORMATION:** Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. East Campus Bldg. 5, Rm. 216 Ph.: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222.

**COMPUTER TIME:** Plan to spend from **four to six** hours per week for homework on the computer. A computer lab is located in the Academic Success Center (**Building 4, Second Floor**) for your use.

**THE ACADEMIC SUCCESS CENTER:** The Academic Success Center (ASC, 407-582-2540) located on the First Floor of Building 4 provides flexible and successful learning support in nearly every academic discipline. More information can be found at <http://www.valenciacollege.edu/east/academicsuccess>.

**DISCLAIMER:** Changes may be made at the discretion of the instructor.

**IMPORTANT DATES: FULL Term 8/27/2012 – 12/16/2012**

Students may withdraw themselves and receive a W up until November 2, 2012. Students may not withdraw themselves after that date.

College Closed (Credit Classes Do Not Meet): September 3; October 9 – Osceola Campus; October 11 – West, East, Winter Park Campuses; November 21-25; See College Calendar for important dates and final exam schedule at <http://valenciacollege.edu/calendar>

OST1355 Syllabus Fall 1213 7/12

# OST1355 RECORDS MANAGEMENT AND LEGAL IMPLICATIONS

**DIRECTIONS:** Do all chapters in sequence. Follow the weekly homework activities as noted below: Fall 2012(201310)  
**READ EACH CHAPTER IN THE BOOK BEFORE COMPLETING THE HOMEWORK ASSIGNMENTS:**

Start	Records Management/Filing	Final Grade Calculation
8/27-9/2	Read Chapter 1 and complete Lesson 1 in Cengagebrain.com, E-Study Guide, and ACT 1-1, 1-2, 1-3	AT _____
9/3-9/9	<b>Discussion 1 – Introduce yourself to the class&amp; comment on 2 postings. Found in Blackboard. <u>College Closed -- September 3</u></b> Read Chapter 2 and complete Lesson 2 in Cengagebrain.com, Self Check items, APP 2-1, 2-2, ACT 2-3. <b>Last Day to submit Syllabus Quiz found in Blackboard, Assessments, is <u>September 13.</u></b>	AT _____ AT _____ AT _____ Total _____ (400)
9/10-9/16	Job1 (found in simulation package) in Cengagebrain.com Job 1 <b>Extra Credit--Computer Activity 1found in the Student Manual of the Simulation Packet, 1 point, submit to Blackboard, Assignments.</b> <b>FINDING TEST 1 for Job 1 (25 points) found in Blackboard, Assessments, Finding Test 1—Place files from the bottom up.</b>	<b>Finding</b> 1 _____ (25) 2 _____ (25) 3 _____ (25) 4 _____ (51) 6 _____ (50) 7 _____ (47) 10 _____ (32)
9/17-9/23	Lesson 3 in Cengagebrain.com, Self Check items, APP 3-1, 3-2, 3-3	Total _____ (255)
9/24-9/30	Job 2 (in the simulation package) in Cengagebrain.com Job 2 <b>FINDING TEST 2 for Job 2 (25 points) in Blackboard, Assessments</b> <b>Extra Credit--Computer Activity 2 found in the Student Manual of the Simulation Package = 1 point</b>	Alphabetic Filing _____ (100)
10/1-10/7	<b>Achievement Test 1 Chapters 1, 2, 3 in Blackboard Assessments</b> Read Chapter 4 and complete Lesson 4, Self Check items, APP 4-1, 4-2, 4-3, 4-4 <b>College Closed October 11</b>	Final Test _____ (100)
10/8-10/14	Job 3 (in the simulation package) in Cengagebrain.com Job 3 <b>FINDING TEST 3 for Job 3 (25 points) in Blackboard, Assessments</b> <b>Extra Credit--Computer Activity 3 = 1 point</b>	*All assigned work completed (100)
10/15-10/21	Read Chapter 5 – No items to complete in Cengagebrain.com. <b>Discussion 2 found in Blackboard.</b> Job 4 (in the simulation package) in Cengagebrain.com Job 4 <b>FINDING TEST 4 for Job 4 (51 points) in Blackboard, Assessments</b>	Discussion (45)
10/22-10/28	Job 5 (no test) (in the simulation package) in Cengagebrain.com Job 5 Job 6 (in the simulation package) in Cengagebrain.com Job 6 <b>FINDING TEST 6 for Job 6 (50 points) in Blackboard, Assessments</b>	Xcredit ____ (8)
10/29-11/4	Lesson 6 in Cengagebrain.com, Application 6-1 Job 7 in the simulation package) in Cengagebrain.com Job 7 <b>FINDING TEST 7 for Job 7 (47 points) in Blackboard, Assessments</b>	Final Grade _____
11/5-11/11	<b>Achievement Test 2 Chapters 4, 5, 6 in Blackboard, Assessments</b> Lesson 7 in Cengagebrain.com, Application 7-3 Job 8 (no test) (in the simulation package) in Cengagebrain.com Job 8 <b>Discussion 3 found in Blackboard.</b>	All work due by December 9, Sunday.
11/12-18	<b>Alphabetic Filing Test (Chapters 1, 2, 3,4) in Blackboard Assessments</b> Job 9 (no test) (in the simulation package) in Cengagebrain.com Job 9 Read Chapter 8 – No items to complete in Cengagebrain.com. Lesson 9 in Cengagebrain.com, APP 9-1 <b>College Closed November 21-25</b>	7/12
11/19-11/25	Job 10 (in the simulation package) in Cengagebrain.com Job 10 <b>FINDING TEST 10 for Job 10 (32 points) in Blackboard, Assessments</b> Lesson 10 in Cengagebraon.com, APP 10-2 <b>Achievement Test 3 Chapters 7, 8, 9 in Blackboard, Assessments</b>	
11/26-12/2	Lesson 11 in Cengagebrain.com APP 11-2 & Read Chapter 12. <b>Achievement Test 4 Chapters 10, 11, 12 in Blackboard, Assessments</b> <b>Saturday, December 8, or Monday, December 10--FINAL EXAM</b>	

**Extra Credit Assignments: Computer Activity 1 = 1 point, Computer Activity 2 = 1 point & Computer Activity 3 = 1 point The Course Key for cengagebrain.com is CL-9781111738358-00011.**