**VALENCIA COLLEGE**

**OST 1355C Records Management and Legal Implications**

**Course Syllabus CRN 27011**

Spring 2024 Osceola Campus

Online Format Canvas

 (Subject to Change)

**INSTRUCTOR:** Mrs. Julie Lux, MA Ed. @ jlux@valenciacollege.edu

**OFFICE HOURS:** By appointment Online and/or via ZOOM/Phone

**EMAIL:** It is recommended and strongly encouraged to correspond

by **Canvas Messages** as this identifies you in what class you are taking.

**CLASS MEETING**

**ROOM AND TIME: ONLINE** in Canvas

**OST 1355C Records Management and Legal Implications**

 (Subject to Change)

**COURSE DESCRIPTION:**

RECORDS MANAGEMENT AND LEGAL IMPLICATIONS - Overview of proper records management procedures within a variety of business enterprises. Students will learn and work with manual filing systems and software applications. They will learn the basic legal background requirements (such as Privacy Act and Freedom of Information Act) for the release and safekeeping of information and the laws and regulations regarding the management of such records. (Special Fee: $59.00).

**CREDIT HOURS:** 3 credit hours

**PREREQUISITES:** Knowledge of touch keyboarding desired

**TOPICS/AREAS COVERED:**

1. Records and Information Management
2. Electronic Records Management
3. RIM Program Administration

**LEARNING OUTCOMES –** Students will learn to:

1. index, code, sort, and file alphabetically and numerically.
2. create cross references.
3. use database management software to manage and retrieve files.

 **COURSE OBJECTIVES:**

* Describe how records are classified and used in an office.
* Discuss relevant legislation that affects records management.
* Describe the management functions necessary to effectively operate a records management program.
* Explain the necessity for indexing rules in alphabetic storage of names and the importance of following these rules consistently.
* Index, code, and arrange business names in indexing order of units.
* Index, code, and arrange minor words and symbols in business names.
* Index, code, and arrange personal and business names with punctuation, possessives, single letters, abbreviations, titles, suffixes, articles, particles, numbers, and that are identical or government names.

**First Day of Classes for Spring Term beginning January 8, 2024**

Course Dates: January 8 – April 25, 2024

No Show Reporting Period January 18-27, 2024

College Closed January 15, February 9, March 18-24, 2024

Withdrawal Deadline for “W” grade March 15, 2024

Final Exams Week April 22-25, 2024

**VALENCIA STUDENT COMPETENCIES:** <http://valenciacollege.edu/competencies>

The faculty of Valencia College have established four Core Competencies that describe the learning outcomes for a Valencia graduate. They are Think, Value, Act, Communicate. These general competencies can be applied in many contexts and must be developed over a lifetime. They specify how learning can be expressed and assessed in practice. They enable students and faculty to set learning goals and assess learning within and across the many disciplines of human inquiry. Use the descriptions and examples of academic work for each to measure your own learning outcomes. Samples of academic work are great additions to your Learning Portfolio.



**EDUCATIONAL MATERIALS**:

* **Records Management** ***E-Textbook*** by Read & Ginn, **10th Edition**, South-Western CENGAGE Publishing, **ISBN** **9781305445994**
* **BUY only 1 ebook. You can pick any version of the Read Records Management e-text listed below!**

**OTHER OPTIONS (EBOOK):**

* [**Cengage Link**](https://www.cengage.com/c/records-management-10e-read/9781305539648/https%3A/www.cengage.com/c/records-management-10e-read/9781305539648/)
* [**Links to an external site.**](https://www.cengage.com/c/records-management-10e-read/9781305539648/https%3A/www.cengage.com/c/records-management-10e-read/9781305539648/) **ISBN 9781305539648**
* **For this course, you are only required to buy the eBook.  You can click the course link and purchase the eBook from Cengage linked above OR you can buy the eBook from** [**Amazon**](https://www.amazon.com/Records-Management-Judith-Read-ebook/dp/B00QXKGF78/ref%3Dsr_1_1?crid=2ATR17531U6RC&keywords=records+management+read+ebook&qid=1682627244&sprefix=records+management+read+ebook%2Caps%2C103&sr=8-1)
* [**Links to an external site.**](https://www.amazon.com/Records-Management-Judith-Read-ebook/dp/B00QXKGF78/ref%3Dsr_1_1?crid=2ATR17531U6RC&keywords=records+management+read+ebook&qid=1682627244&sprefix=records+management+read+ebook%2Caps%2C103&sr=8-1) **or the bookstore.  ISBN 9781305445994.**
* **Or you can buy a Vitalsource eBook.  9781305445994**

**Additional Materials:**

* **Small Filing Box for index cards – can purchase at a Dollar Store or Amazon**



* **Blank Index Cards – can purchase at a Dollar Store or Amazon**
* **Index Card Dividers to be used as Guides – can purchase at a Dollar Store or Amazon**



* **\*OPTIONAL: Index Card Folders – can purchase at a Dollar Store or Amazon**
* **MS Word**

**ONLINE TOOLS:** As a Valencia student, you have access to Microsoft Word (as well as Microsoft Excel, PowerPoint, etc.) free for personal use. You can learn more about accessing these applications in Atlas, on the “My Atlas” tab, right hand column under “Microsoft Office for Personal Use.”

**EVALUATION - Tests and Assignments:** During the session, there will be scheduled quizzes, assignments, classroom discussions, or postings, etc. These are to be completed during the assigned week and/or dates when assigned. There may also be unscheduled tests on reading and lecture materials at the discretion of the instructor. If a student is absent, it is his/her responsibility to return to class prepared and/or log in online ready for any unscheduled or scheduled work.

**COURSE GRADING POLICY**

|  |  |
| --- | --- |
| Achievement Tests (4) at 100 points each | 400 |
| Finding Tests 1, 2, 3, 4, 6, 7, 10 | 255 |
| Syllabus Quizzes for Attendance | 45 |
| \*Assignments | 100 |
| Alphabetic Filing Test | 100 |
| Final Test | 100 |
| **Total Possible Points** | **1000** |
|  |  |

**\*All items must be completed. Partial points not awarded for assignments. All assignments need to be submitted correctly to receive a possible 1000 Total Points.**

**GRADING SCALE:**

|  |
| --- |
| The grading scale for this course is: |
| A = 900 – 1000 points |
| B = 800 – 899 points |
| C = 700 – 799 points |
| D = 600 – 699 points |
| F = Below 600 points |

All work must be completed on time or preferably early during the week assigned. **The Due** **Dates will generally fall on a Sunday night.**

All students will be required to complete all assignments within each chapter. There will be an Assignment tab in Canvas designating the assignments to complete and submit, and those assignments are located at the end of the course syllabus. **Please follow the Modules in Canvas**!

**The final exam will be 50 questions placing the names/numbers in correct order to include the proper wording of Cross References. No books, notes, or any aids are allowed with this final exam. \*NOTE**: The final examination in this course is **MANDATORY**.  Any student not completing the final exam will receive a grade of F for the course. **The MANDATORY Final Exam will be given during the week of April 22-25, 2024.** *Please note: If the student has problems with their computer and/or software at home or work, the computer labs at the college may be utilized during lab hours to complete chapter assignments, homework, projects, etc. Problems such as these will not serve as an excuse to turn in late work or request an extension or withdrawal from the course.*

**Make-up work** (assignments, quizzes, exams) will be allowed in cases of documented student

emergencies. For student emergencies, it is the student’s responsibility to contact the instructor and provide documentation within one week unless special arrangements have been made previously. \*NOTE: College policy requires that students take the final exam at the scheduled examination time. Failure to do so will result in a failing grade for the course unless arrangements have been made for a make-up exam in accordance with college policy. **Regardless, all work must be submitted by Sunday, April 21, 2024, with NO exceptions.**

**Final course grades of "A," "B," "C," "D," or "F" shall be assigned based upon the student's academic achievement upon the completion of all course work, including the required final examination. A student who fails to take the required final examination will receive a final course grade of “F” unless the professor elects to assign the student a grade of "I" or as otherwise addressed in the Professor's course syllabus. However, to earn an I as your Final Grade, you must complete at least 80% of the course assignments to include the Final Exam.**

**\*\*\*ATTENDANCE POLICY:** Valencia's attendance policy is that a student will be present for all on campus class meetings; hence, punctual, and regular attendance is expected.

For an **online course** and/or hybrid course, which means logging into Discussion Board, Emails, etc. and/or submitting assignments or Attendance Quizzes due by the determined DUE DATE. For this course, you will be responsible for taking a Syllabus Quiz for Weekly Attendance. This must be during the assigned week as it stands for attendance during that week only and cannot be made up. Students with more than 3 absences may be withdrawn, and for a face-to-face course, 3 tardies equal 1 absence.

**Even though this is an online class in Canvas, participation is still required.** It is expected that you log in to Canvas at least once daily during the week. I expect ALL students to participate on the course bulletin board and to read all announcements, emails, etc. and submit all required online assignments by the due date. (Failure to submit an assignment, discussion posting, quiz and/or exam will result in a “0”.) **SEE ATTENDANCE POLICY.**

**WITHDRAWAL POLICY:** A student may withdraw at any time before **March 15, 2024**,by filing a withdrawal form in the Admissions Office and receiving a W for a grade or in submitting online through Atlas. **Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals,** a student who withdraws from class before the withdrawal deadline **of March 15, 2024,** will receive a grade of “W.” Note that a student is not permitted to withdraw after the withdrawal deadline. Important: Students who stay in the class after this deadline are responsible for completing all the work required for the course, e.g., homework, projects, tests, etc. If you choose to stop coming to the class after the Withdrawal deadline, you will be held responsible for all work missed, including the final. Any work which is not completed by the appropriate deadline will receive a zero. Hence, the final grade for the course will be determined by taking into consideration the points obtained by work which was turned in and the zeroes given to work which was not turned in on time. Students can still be withdrawn by the college for violations of the college’s code of conduct policies. 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.”

**DISRUPTIVE BEHAVIOR:** Any student engaged in disruptive behavior will be advised at the first offense and will be dropped from the course at the second offense.

**ACADEMIC HONESTY:** All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive.

* All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged and cited.
* Note that Canvas includes “Safe Assign,” which is a plagiarism prevention tool. This will disclose unoriginal content in a student report, assignment and/or project. All projects, assignments and or papers will be checked with Safe Assign, which compares all submitted papers against the Internet, ProQuest Research Database Articles, Institutional Submissions from Valencia, and/or other colleges, in addition to the Global Reference Database.
* When the professor has reason to believe that an act of academic dishonesty has occurred, and before sanctions are imposed, the student shall be given informal notice and an opportunity to be heard by the professor. Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be liable to a range of academic penalties as determined by the professor which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of "F" in the course. At the option of the professor, the campus provost may be furnished with written notification of the occurrence and the action taken. If such written notice is given, a copy shall be provided to the student.
* Students guilty of engaging in a gross or flagrant act of academic dishonesty or repeated instances of academic dishonesty shall also be subject to administrative and/or disciplinary penalties which may include warning, probation, suspension and/or expulsion from the College.
* The student may appeal action taken by the professor under the provisions of either Policy 6Hx28:10-13 Student Academic Grievances or 6Hx28:10-15 Student Rights of Appeal of Administrative Decisions as determined by the nature of the action taken.
* Thus, students shall take special notice that the assignment of course grades is the responsibility of the students' individual professor.

**EXPECTED STUDENT CONDUCT:** Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class. Violation of any classroom or Valencia rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

**OFFICE FOR STUDENT DISABILITIES:** Students with disabilities who qualify for academic accommodations must provide a letter 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 accommodation based on appropriate documentation of disabilities.

**Technique for Online Classes:**

* Additionally, research has shown that students who are highly self-directed and manage their time well are more likely to succeed using these delivery methods.
* Online courses can be time intensive. Varying keyboard skill rates can impact the amount of time students spend completing course work online. It is recommended that students carefully evaluate their readiness and abilities in these areas before selecting distance learning courses.
* Resources to assist students in determining readiness for online courses may be found at

<http://valenciacollege.edu/oit/ltad/StudentResources/tutorials>.

* Since this is an online course, all your learning will take place when you read the book, do the required assignments, refer to the online content in Canvas, and communicate with the class over the Internet via your online classroom in Canvas.

Course Schedule and or Assignments may be subject to change by discretion of instructor. It is the students’ responsibility to remain informed of any changes and/or additions throughout the term of the course. Information will be communicated by Canvas. It is imperative that you check your Canvas email regularly (preferably each day) for an update or as additional information required for an assignment, project, class presentation, etc. Note that the Announcements section in addition to the Discussion Board needs to be monitored at least more than once a week by each student.

Print out a copy of the course syllabus and course assignments so that you may have the information to refer to. Not logging in to course regularly resulting in missed assignments will NOT be an excuse for not turning in an assignment, chapter test(s) or project, etc. and the grade will result in “0.”

**Note to International Students (F-1 or J-1 Visa):** Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Contact Valencia’s International Student Services:< <http://valenciacollege.edu/international/>> office for more information.

**Statement of Support for Students with Food/Housing/Financial Needs:** Any student who has difficulty accessing sufficient food to eat, or who lacks a safe and stable place to live, and believes this may affect his or her performance in the course, is urged to meet with a Counselor in the Advising Center <<https://valenciacollege.edu/students/advising-counseling/>> for information about resources that may be available from the college or community.

**COMPUTER/EQUIPMENT USE POLICY:** Plan to spend from four to six hours per week or more on the computer in addition to the class time. This is homework time needed to complete the assignments. Check with the Business Labs for the hours. Users are welcome to use the labs/computers often at Osceola, East, West, Lake Nona, or Winter Park. You need to contact their office for the scheduled lab hours. Use of computers in the Business labs and classrooms at Valencia College is restricted to those activities designated by the instructor to enhance the class materials. Any other use is strictly forbidden. Inappropriate use includes, but is not limited to:

* Use of computer to send E-mail or access Internet sites not specifically assigned in class or use of a computer for job, internship, homework, or other activities not assigned in class.
* Modifying any hardware or software system configuration or setting.
* Activities not in accordance with the Valencia Student Code of Conduct are prohibited.

The use of computers in the departmental open lab is limited to those activities involved with preparing homework or coursework in this department and is subject to the same restriction as listed above. Note that computer use will be remotely monitored; any student using computers inappropriately may be subject to dismissal from class or banishment from the lab. Subsequent offenses may be sent to the campus administration for further disciplinary action.

**CLASSROOM POLICIES FOR CLASSES AND/OR LAB ON CAMPUS:**

* Absolutely NO Food and drinks are allowed in the classrooms, computer labs and/or lab. **College policy also indicates that NO children are allowed in classrooms, in the lab or college library at any time.**
* Please turn off or “silent” cell phones during class, exam and/or study period. Again, this is a distraction in the classroom or lab. Note that if you are expecting an important call, please resume to the lobby or hall area outside the classroom.
* Always carry your student ID and schedule as you may be asked to show verification that you are a Valencia student.
* Always check the computer and/or your desk area before leaving. Clean up your desk area and please push your chair in upon leaving. We need to keep our classroom clean.
* When utilizing the lab, the instructor or the lab assistant staff are not responsible for lost or left items such as flash or usb drives, keys, cell phones, etc. If an item is found, it will be brought to the campus Security Office in “Lost and Found.” The Security Office at the West Campus is in the Student Services Building (SSB).

**“NO SHOW” STATUS”:** Class attendance is required beginning with the first-class meeting. For an online class, which means “logging in” as instructed, whether completing a posting in the Discussion Board in Canvas and/or sending an email to instructor as assigned. If you do not attend the first-class meeting, you may be withdrawn from the class as a “no show.” If you are withdrawn as a “no show,” you will be financially responsible for the class and a “W” will appear on your transcript for the course.

**As a student of this course, it is your responsibility to read and comply with ALL posted announcements, discussions, and/or email in Canvas.**

**Canvas Technical Support** <https://cases.canvaslms.com/liveagentchat?chattype=student>

**STUDENT RESOURCES WEBSITE:** You have access to a wide range of college-wide resources available to help you be successful while working online. Visit <http://valenciacc.edu/oit/ltad/StudentResources>

**VALENCIA I.D. CARDS:** Valencia I.D. cards are required to use the LRC, (Library) Testing Center, and for other services on campus. Cards are free and can be obtained in the Security Office at each campus.

**DISCLAIMER:** Changes in the syllabus and schedule may be made at any time during the term by announcement of the professor. A revised syllabus may be issued at the discretion of the professor.For online courses, participation online is required whether by responding to the Discussion Board, completion of assigned online activities, posting of assignments and/or response to email, etc. It is important that ALL online students respond to required postings to discussions, emails, assignments, tests, quizzes, etc.

**MISCELLANEOUS:** Work efficiently to save time. Complete your lesson assignments weekly by schedule and on time. **It is very important to complete your work on time, and not fall behind on your typing assignments**.

1. Attend class regularly or for an online class and/or hybrid class, log in regularly. It is suggested at least twice a week or more. Do not procrastinate. Regular attendance and regular application constitute the two most significant factors to promote success.
2. Plan to use the Business Lab or set aside time for homework a minimum of one hour per day or set aside some time at home. Expect to spend additional practice time as needed to keep up with the schedule set by your professor. This is equivalent to homework in any course.

**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. How prepared you are to face the daily events in your life affects how successful you are both personally and professionally. <https://valencia.personaladvantage.com/gateway.jsp?SingleSignIn:refid=10393936>

**Academic Resources** - We want you to stay connected to the latest academic resources we have available for you during this transitional time. **Online Tutoring Services:** In response to COVID-19, Valencia’s tutoring services have moved online and are now being offered for accounting & economics, computer programming, math, EAP and foreign languages, science, writing, and more!  To get started, visit <https://libguides.valenciacollege.edu/c.php?g=1014597&p=7348794> and self-enroll in the tutoring courses in Canvas.  This is where you will access the links to live tutoring (via Zoom), as well as the schedule of tutors, times, services, and additional topics.

* **Quick Start Library Guide:** Use this handy guide to learn about and gain access to all the library resources from home or on-the-go.  Visit [http://libguides.valenciacollege.edu/quickstartlibraryguide](https://nam01.safelinks.protection.outlook.com/?url=http%3A%2F%2Flibguides.valenciacollege.edu%2Fquickstartlibraryguide&data=02%7C01%7Cjlux%40valenciacollege.edu%7C6f3a1ef80dbf42c1e3d208d7edee940d%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637239481254130557&sdata=1lBiWYTcYLPj5EsH%2FYY7hgu6uicnf%2F3tiDTzvy9Ca1c%3D&reserved=0) to get started!
* **Keep Learning:** Visit [https://valenciacollege.edu/students/online/keep-learning/](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fonline%2Fkeep-learning%2F&data=02%7C01%7Cjlux%40valenciacollege.edu%7C6f3a1ef80dbf42c1e3d208d7edee940d%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637239481254130557&sdata=f9Xb%2B62LE5nLm6Rna5aNHtU2Hm8M8bwvhba3kXij8sI%3D&reserved=0) if you are still unable to find what you are looking for, please visit our Keep Learning webpage to get information on a wide range of resources and online learning tips.

# **BOOK STORE:** Visit the Valencia Campus Store website for more information and online ordering: <https://valenciacollege.edu/students/campus-store/>onlineorder@valenciacollege.edu

**Enrollment services:**

* Call: 407-582-1507
* Email: enrollment@valenciacollege.edu
* Hours
	+ Mon-Thurs: 8 AM - 8 PM
	+ Fri: 8 AM - 5 PM
	+ Sat and Sun: - 10 AM - 3 PM

**Academic Advising:**

* Call: 407-582-1507
* Email: advising@valenciacollege.edu
* Link to “chat” [https://valenciacollege.edu/students/advising-counseling/](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2F&data=02%7C01%7Cjlux%40valenciacollege.edu%7C6f3a1ef80dbf42c1e3d208d7edee940d%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637239481254140551&sdata=OvdiCtoyYYu6J8QvcOPaTCM8duAJ58ZIgQTVS9G4Cuc%3D&reserved=0)
* Mon-Fri: 7 AM – 10 PM
* Sat and Sun: 10 AM – 10 PM

**Virtual Answer Center:**

* M-F 7a-10p
* Sat/Sun 10a-10p
* [Zoom Link to Virtual Answer Center](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.zoom.us%2Fj%2F114067187%3Fstatus%3Dsuccess&data=02%7C01%7Cjlux%40valenciacollege.edu%7C6f3a1ef80dbf42c1e3d208d7edee940d%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637239481254140551&sdata=%2Fj00R6LHT2GXTmzlYTFEm1sWv%2FJrfT6J9YAweyViDk8%3D&reserved=0) [Website](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fanswer-center%2F&data=02%7C01%7Cjlux%40valenciacollege.edu%7C6f3a1ef80dbf42c1e3d208d7edee940d%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637239481254150548&sdata=5US3TAz5E9DAA3MO1txOdMyFhtZQEfIXod2EOe3qzSc%3D&reserved=0) for Virtual Answer Center

**Counseling Services:**

* M-Th 8a-8p
* Friday 8a-5p
* Sat/Sun 10a-3p

**Financial Aid:** Contact FinAidOffice@valenciacollege.edu for their financial aid questions, as well as for potential assistance with financial support

**Student Illness Syllabus Statement:** If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible to create a plan for the best course of action. In the case of a prolonged online absence of one week or more, continuation in the course will be determined on a case-by-case basis through discussion between you and the professor.

**LEARNING SUPPORT**

Learning Support Services provides students with academic support through tutoring, writing consultations, library services, and resources. Tutoring is offered in most academic disciplines including math, science, foreign languages, English for academic purposes (EAP), computer programming and writing assistance for any course.  Assistance with library research can be accessed online through Atlas or the tutoring LibGuide.  For more information on how to access tutoring and library research assistance, please visit the college-wide Learning Support Services LibGuide at [https://libguides.valenciacollege.edu/distancetutoring](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Flibguides.valenciacollege.edu%2Fdistancetutoring&data=05%7C01%7Cjlux%40valenciacollege.edu%7Cd3c1b02296824866e95108da341f38d7%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637879605966017414%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=FuSlmhXhcI%2Fzc7DuMCDaix5znARtFWbudCmIt0hvqYU%3D&reserved=0).

**Please note**: Brainfuse is our new 24/7 online tutoring and learning hub, which is available to all of Valencia’s students.  This service is best used as a back-up to Valencia’s Distance Tutoring service, not as a replacement.  Brainfuse is accessible through Canvas or by visiting [www.valenciacollege.edu/tutoring](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.valenciacollege.edu%2Ftutoring&data=04%7C01%7Cjlux%40valenciacollege.edu%7Ca985716f71514ba51bd508d95e921be6%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637644803900294638%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=JIwfxLrs%2Bd8CgM0f2hvvzwdkLNFefN54fQkgtYnBbks%3D&reserved=0)

**Hours of Operation: Monday-Friday: 8 am – 10 pm** **Saturday & Sunday: 9 am – 7 pm**

**Florida House Bill 233 – INTELLECTUAL FREEDOM AND VIEWPOINT DIVERSITY:** Students may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a planned presentation by a college faculty member or instructor, during a scheduled class, delivered for the purpose of transmitting knowledge or information that is reasonably related to the pedagogical objective of the course in which the student is enrolled. Recording class activities other than class lectures, including but not limited to class discussions, student presentations, labs, academic exercises involving student participation, and private conversations, is prohibited. Recordings may not include the image or voice of other students in the class, may not be used as a substitute for class participation and class attendance, and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the College’s Student Code of Conduct.

**WEEKLY DATES FOR Spring, 2024**

**January 8 – April 25, 2024**

**Week 1** – 1/8 – 1/14/2024 **INTRODUCTORY DISCUSSION**

***1/15/2024 – COLLEGE CLOSED***

**Week 2** – 1/16 – 1/21/2024 \***Syllabus Quizzes for Weekly Attendance starts this week**

**Week 3** – 1/22 – 1/28/2024

**Week 4** – 1/29 – 2/4/2024

**Week 5** – 2/5 – 2/11/2024

**Week 6** – 2/12 – 2/18/2024

**Week 7** – 2/19 – 2/25/2024

**Week 8** – 2/26 – 3/3/2024

**Week 9** – 3/4 – 3/10/2024

**Week 10** – 3/11 – 3/17/2024

**Week 11** – ***3/18 – 3/24/2024 – SPRING BREAK***

**Week 12** – 3/25 – 3/31/2024

**Week 13** – 4/1 – 4/7/2024

**Week 14** – 4/8 – 4/14/2024

**Week 15** – 4/15 – 4/21/2024

**Week 16** – **4/22 – 4/25** – **FINAL EXAM**

\***Syllabus Quizzes for Weekly Attendance starts this week**

**COURSE SCHEDULE of ASSIGNMENTS**

**OST 1355C CRN 27011**

**Spring 2024**

**Follow the weekly activities as listed below by following the Modules in Canvas:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Records Management and Legal Implications****Textbook Options:****BUY only 1 e-book. You can pick any version of the Read Records Management e-text listed below!*** **Records Management *E-Textbook* by Read & Ginn, 10th Edition, South-Western CENGAGE Publishing, ISBN 9781305445994**
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* [**Links to an external site.**](https://www.amazon.com/Records-Management-Judith-Read-ebook/dp/B00QXKGF78/ref%3Dsr_1_1?crid=2ATR17531U6RC&keywords=records+management+read+ebook&qid=1682627244&sprefix=records+management+read+ebook%2Caps%2C103&sr=8-1) **or the bookstore.  ISBN 9781305445994.**
* **Or you can buy a Vitalsource**

**E-Textbook.  9781305445994****\*SUGGESTED Additional Materials:*** **Index Card Filing Box**
* **Index Cards**
* **Index Card Dividers**
* **\*Optional: Index Card Folders**
* **MS Word**

**\*See page 3 of the syllabus** |  | **Final Grade****Calculation****Achievement Tests****AT 1** **AT 2** **AT 3** **AT 4** **TOTAL****(400) Possible Points****\_\_\_\_\_\_\_\_\_\_\_\_\_****Finding Tests****1 (25)** **2 (25)** **3 (25)** **4 (51)** **6 (50)** **7 (47)** **10 (32)** **TOTAL****(255) Possible Points****\_\_\_\_\_\_\_\_\_\_\_\_\_****Alphabetic Filing Test****(100) Possible Points****\_\_\_\_\_\_\_\_\_\_\_\_\_****Final Test****(100) Possible Points****Assignments (100) Possible Points****\_\_\_\_\_\_\_\_\_\_\_\_****Syllabus Quizzes****(45) Possible Points****\_\_\_\_\_\_\_\_\_\_\_\_\_****FINAL GRADE****(1000) Possible Points** |
| **Module 1** | **Week 1****1/8** | **Read Chapter 1 in the eTextbook -****Complete:**1. **Chapter 1 Quiz**
2. **Application 1-2**
3. **Application 1-3**
4. **Activity 1-1**

**Read Chapter 2 in the eTextbook –** **Complete:** 1. **Chapter 2 Quiz**
2. **Activity 2-1**
3. **Activity 2-3**

**Read Chapter 3 in the eTextbook –** **Complete:**1. **Chapter 3 Quiz**
2. **Chapter 3 Matching**
3. **Cross Reference**
4. **Activity 3-1**

**Complete the INTRODUCTION DISCUSSION – Post an original and reply to (2) students within this first week** | **Due****1/14** |
| ***1/15/2024 – COLLEGE CLOSED***  |
| **Module 2** | **Week 2****1/16** | **Complete:**1. **Job 1 (Follow instructions in Module 2 in Canvas) First you will work on coding the cards/files.**
2. **(ACCESS AND DOWNLOAD THE REPORT SHEETS FROM THE MODULES AND NOT THE ASSIGNMENTS) Then you will place file order on Report Sheet 1 for Job 1. Place files from the bottom up on the Sheet (as if filing in a file drawer or box from front to back after a Guide)**
3. **Report Sheet 1 must be approved and marked “Completed” before you can take Finding Test 1. If you receive an “Incomplete” you must fix the errors before taking Finding Test 1.**
4. **(THE REPORT SHEETS ARE DUE ON THURSDAYS WITH THE FINDING TESTS DUE ON SUNDAYS)**
5. **(*It is suggested to submit the Report Sheet earlier in the week so that I have time to check it for you before you can take the Finding Test.)***

**Take:*** **FINDING TEST 1 for Job 1**
* **Achievement Test 1 (Chapters 1, 2, 3) in Canvas (Available 1/16 – 1/21)**
* **Syllabus Quiz**
 | **Due****1/21** |
| **Module 3** | **Week 3****1/22** | **Read Chapter 4 in the e-book –** **Complete:**1. **Chapter 4 Quiz**
2. **Matching**
3. **Activity 4-3**
4. **Job 2 (Follow instructions in Module 3 in Canvas) First you will work on coding the cards/files.**
5. **(ACCESS AND DOWNLOAD THE REPORT SHEETS FROM THE MODULES AND NOT THE ASSIGNMENTS) Then you will place file order on Report Sheet 2 for Job 2. Place files from the bottom up on the Sheet (as if filing in a file drawer or box from front to back after a Guide)**
6. **Report Sheet 2 must be approved and marked “Completed” before you can take Finding Test 2. If you receive an “Incomplete” you must fix the errors before taking Finding Test 2.**
7. **(THE REPORT SHEETS ARE DUE ON THURSDAYS WITH THE FINDING TESTS DUE ON SUNDAYS)**
8. **(*It is suggested to submit the Report Sheet earlier in the week so that I have time to check it for you before you can take the Finding Test.)***

**Take:*** **FINDING TEST 2 for Job 2**
* **Syllabus Quiz**
 | **Due****1/28** |
| **Module 4** | **Week 4****1/29** | **Read Chapter 5 in the eTextbook –****Complete:**1. **Chapter 5 Quiz**
2. **Activity 5-1**
3. **Job 3 (Follow instructions in Module 4 in Canvas) First you will work on coding the cards/files.**
4. **(ACCESS AND DOWNLOAD THE REPORT SHEETS FROM THE MODULES AND NOT THE ASSIGNMENTS) Then you will place file order on Report Sheet 3 for Job 3. Place files from the bottom up on the Sheet (as if filing in a file drawer or box from front to back after a Guide)**
5. **Report Sheet 3 must be approved and marked “Completed” before you can take Finding Test 3. If you receive an “Incomplete” you must fix the errors before taking Finding Test 3**
6. **(THE REPORT SHEETS ARE DUE ON THURSDAYS WITH THE FINDING TESTS DUE ON SUNDAYS)**
7. **. (*It is suggested to submit the Report Sheet earlier in the week so that I have time to check it for you before you can take the Finding Test.)***

**Take:*** **FINDING TEST 3 for Job 3**
* **Syllabus Quiz**
 | **Due****2/4** |
| **Module 5** | **Week 5****2/5** | **Complete:**1. **Job 4 (Follow instructions in Module 5 in Canvas) First you will work on coding the cards/files.**
2. **(ACCESS AND DOWNLOAD THE REPORT SHEETS FROM THE MODULES AND NOT THE ASSIGNMENTS) Then you will place file order on Report Sheet 4 for Job 4. Place files from the bottom up on the Sheet (as if filing in a file drawer or box from front to back after a Guide)**
3. **Report Sheet 4 must be approved and marked “Completed” before you can take Finding Test 4.**
4. **(THE REPORT SHEETS ARE DUE ON THURSDAYS WITH THE FINDING TESTS DUE ON SUNDAYS)**
5. **. (*It is suggested to submit the Report Sheet earlier in the week so that I have time to check it for you before you can take the Finding Test.)***

**Take:*** **FINDING TEST 4 for Job 4**
* **Syllabus Quiz**
 | **Due****2/11** |
| **Module 6** | **Week 6****2/12** | **Read Chapter 6 in your e-book -****Complete:**1. **Chapter 6 Quiz**
2. **Matching**
3. **Application 6-1**
4. **Activity 6-1**
5. **Activity 6-2 Order**
6. **Job 5 (Follow instructions in Module 6 in Canvas) First you will work on the cards/files.**
7. **(ACCESS AND DOWNLOAD THE REPORT SHEETS FROM THE MODULES AND NOT THE ASSIGNMENTS) Then you will place file order on Report Sheet 5 for Job 5. Place files from the bottom up on the Sheet (as if filing in a file drawer or box from front to back after a Guide)**
8. **NO Finding Test!**

**Take:*** **Syllabus Quiz**
 | **Due****2/18** |
| **Module 7** | **Week 7****2/19** | **Complete:**1. **Job 6 (Follow instructions in Module 7 in Canvas) First you will work on the cards/files.**
2. **(ACCESS AND DOWNLOAD THE REPORT SHEETS FROM THE MODULES AND NOT THE ASSIGNMENTS) Then you will place file order on Report Sheet 6 for Job 6. Place files from the bottom up on the Sheet (as if filing in a file drawer or box from front to back after a Guide)**
3. **Report Sheet 6 must be approved and marked “Completed” before you can take Finding Test 6.**
4. **(THE REPORT SHEETS ARE DUE ON THURSDAYS WITH THE FINDING TESTS DUE ON SUNDAYS)**
5. **. (*It is suggested to submit the Report Sheet earlier in the week so that I have time to check it for you before you can take the Finding Test.)***

**Take:*** **FINDING TEST 6 for Job 6**
* **Syllabus Quiz**
 | **Due****2/25** |
| **Module 8** | **Week 8****2/26** | **Take:*** **Achievement Test 2 (Chapters 4, 5, 6) In Canvas (Available 2/26 – 3/3)**
* **Syllabus Quiz**
 | **Due****3/3** |
| **Module 9** | **Week 9****3/4** | **Complete:**1. **Job 7 (Follow instructions in Module 9 in Canvas) First you will work on the cards/files.**
2. **(ACCESS AND DOWNLOAD THE REPORT SHEETS FROM THE MODULES AND NOT THE ASSIGNMENTS) Then you will place file order on Report Sheet 7 for Job 7. Place files from the bottom up on the Sheet (as if filing in a file drawer or box from front to back after a Guide)**
3. **Report Sheet 7 must be approved and marked “Completed” before you can take Finding Test 7.**
4. **(THE REPORT SHEETS ARE DUE ON THURSDAYS WITH THE FINDING TESTS DUE ON SUNDAYS)**
5. **. (*It is suggested to submit the Report Sheet earlier in the week so that I have time to check it for you before you can take the Finding Test.)***

**Read Chapter 7 in your eTextbook –** **Complete:**1. **Chapter 7 Quiz**
2. **Chapter T/F Quiz**
3. **Chapter 7 Matching**
4. **Activity 7-1**
5. **Activity 7-3**

**Take:*** **FINDING TEST 7 for Job 7**
* **Syllabus Quiz**
 | **Due****3/10** |  |
| **Module 10** | **Week 10****3/11** | **Complete:**1. **Job 8 (Follow instructions in Module 10 in Canvas) First you will work on the cards/files.**
2. **(ACCESS AND DOWNLOAD THE REPORT SHEETS FROM THE MODULES AND NOT THE ASSIGNMENTS) Then you will place file order on Report Sheet 8 for Job 8. Place files from the bottom up on the Sheet (as if filing in a file drawer or box from front to back after a Guide)**
3. **NO Finding Test!**
4. **Job 9 (Follow instructions in Module 10 in Canvas) First you will work on the cards/files.**
5. **(ACCESS AND DOWNLOAD THE REPORT SHEETS FROM THE MODULES AND NOT THE ASSIGNMENTS) Then you will place file order on Report Sheet 9 for Job 9. Place files from the bottom up on the Sheet (as if filing in a file drawer or box from front to back after a Guide)**
6. **NO Finding Test!**

**Read Chapter 8 in your eTextbook -****Complete:**1. **Chapter 8 Quiz**
2. **Chapter 8 T/F Quiz**
3. **Chapter 8 Matching**
4. **Application 8-3**

**Read Chapter 9 in your eTextbook –** **Complete:**1. **Chapter 9 Quiz**
2. **Chapter 9 T/F Quiz**
3. **Chapter 9 Matching**
4. **Application 9-1**

**Take:*** **Alphabetic Filing Test in Canvas (Available 3/11 – 3/17)**
* **Syllabus Quiz**
 | **Due****3/17** |  |
| **Week 11** | ***3/18 – 3/24/2024 – SPRING BREAK*** |
| **Module 11** | **Week 12****3/25** | **Read Chapter 10 in your eTextbook –****Complete:**1. **Chapter 10 Quiz**
2. **Chapter 10 T/F Quiz**
3. **Chapter 10 Matching**
4. **Application 10-2**
5. **Activity 10-3**

**Read Chapter 11 in your eTextbook –****Complete:**1. **Chapter 11 Quiz**
2. **Chapter 11 T/F Quiz**
3. **Chapter 11 Matching**
4. **Activity 11-4**

**Take:*** **Achievement Test 3 (Chapters 7, 8, 9) available (3/25 – 3/31)**
* **Syllabus Quiz**
 | **Due****3/31** |  |
| **Module 12** | **Week 13****4/1** | **Read Chapter 12 in your eTextbook –****Complete:**1. **Chapter 12 Quiz**
2. **Chapter 12 T/F Quiz**
3. **Chapter 12 Matching**
4. **Activity 12-2**
5. **Activity 12-3**

**Read Chapter 13 in your eTextbook –****Complete:**1. **Chapter 13 Quiz**
2. **Chapter 13 T/F Quiz**
3. **Application 13-1**
4. **Application 13-2**

**Read Chapter 14 in your eTextbook –** **Complete:**1. **Chapter 14 Quiz**
2. **Chapter 14 T/F Quiz**
3. **Chapter 14 Matching**
4. **Activity 14-3**

**Take:*** **Syllabus Quiz**
 | **Due****4/7** |  |
| **Module 13** | **Week 14****4/8** | **Complete:**1. **Job 10 (Follow instructions in Module 13 in Canvas) First you will work on the cards/files.**
2. **(ACCESS AND DOWNLOAD THE REPORT SHEETS FROM THE MODULES AND NOT THE ASSIGNMENTS) Then you will place file order on Report Sheet 10 for Job 10. Place files from the bottom up on the Sheet (as if filing in a file drawer or box from front to back after a Guide)**
3. **Report Sheet 10 must be approved and marked “Completed” before you can take Finding Test 10.**
4. **(THE REPORT SHEETS ARE DUE ON THURSDAYS WITH THE FINDING TESTS DUE ON SUNDAYS)**
5. **. (*It is suggested to submit the Report Sheet earlier in the week so that I have time to check it for you before you can take the Finding Test.)***

**Take:*** **FINDING TEST 10 for Job 10**
* **Syllabus Quiz**
 | **Due****4/14** |  |
| **Module 14** | **Week****15****4/15** | **Take:*** **Achievement Test 4 Chapters (10, 11, 12, 13, 14) In Canvas (Available 4/15 – 4/21)**
* **Syllabus Quiz**

**All assignments are due on 4/21/2024**  | **Due****4/21** |  |
| **Module 15** | **Week****16****4/22** | **Take:*** **FINAL EXAM (Available 4/22 –4/25/2024)**
 | **Due****4/25** |  |