



BUSA 1210 Records Management section name section credit hours Credits Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: This course stresses the fundamentals of records programs to manage all phases of the records life cycle. It concentrates on those filing methods and procedures needed to ensure the effectiveness of a records system.

Prerequisites: course prereqs

Terms offered: Fall and Spring

Section-specific Course Description:

Course Level Objectives

. Demonstrate records management mastery through objective and performance assessment tests.

1. Understand the ten alphabetic filing rules by completing assignments and tests.
2. Use the basic simulation materials in MindTap to apply the filing rules for completing assignments and tests.
3. Perform alphabetic, numeric, subject, and geographic filing exercises.
4. Discuss electronic files management during all stages of the electronic records life cycle.
5. Learn how to organize information using databases through Microsoft Access.

Required Texts and/or Materials

Records Management

9781305621251

Judith Read, Mary Lea Ginn

Cengage Learning

2016

10th

BUNDLE: RECORDS MANAGEMENT, 10TH + MINDTAP OFFICE TECHNOLOGY

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Course Requirements

Participation/Lab Activities - You will be required to complete all of the participation/lab activities in the chapters that are listed on our assignment due date sheet and under each chapter folder under the assignment link in blackboard. Participation/Lab activities grade are part of your final grade. There are assignments in each chapter to be completed over the course of the semester.

Assignments - You will be required to complete all of the assignments in the chapter that are listed on our assignment due date sheet and under each chapter folder under the

assignment link in Canvas. Your assignments grade makes up part of your final grade. There are exercises in each chapter to be completed over the course of the semester.

Tests - You will have quizzes at the end of each chapter. You will be able to access your quizzes the same way you access the rest of your assignments. Some tests will be listed as a link in Canvas. Other tests will be offered in MindTap. This makes up a large % of your grade and will count as a test grade.

Final Exam - All of your chapter tests will prepare you for your final exam.

Students must complete labs, assignments, class activities, and tests in compliance with class policies; maintain a record of class work; and demonstrate skills on accumulated graded work that collectively constitute a passing average. If the requirements for any assignment are not clear, it is the student's responsibility to ask for additional information. Portions of class time may be available for working on lab assignments, but students are required to spend whatever amount of time outside of class is needed to complete assignments in advance of the due dates.

COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

disabilityservices@sanjuancollege.edu or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please "wash in, wash out"--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

Student Support

Student Services and Support

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

Academic Support

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

Participation and Attendance Policy

Online Attendance and Participation: We expect students to participate in all instructional activities. Online (hybrid) courses are no different from classroom courses in this regard; however, participation must be defined in a different manner. Student "attendance" in online courses will be defined as active participation in the course as described in the individual course syllabus. Online courses will, at a minimum have weekly mechanisms for student participation, which can be documented by any or all of the following methods: student tracking records in Canvas; submission/completion of assignments; and communication with the instructor.

Attendance will be evaluated through the Canvas course statistics and the submission of work through email. Please be aware that if you fail to complete tests and submit work by the due dates it will be reflected in your final grade.

Other Classroom Policies and Expectations

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Testing policy: You must take all tests as scheduled. If an emergency arises before test time, and you are unable to take a test, notify the instructor as soon possible before the scheduled test time, to make arrangements for the test. An emergency would only include bereavement, sudden illness of self or an immediate family member, or an extraordinary circumstance that the student has no control. This is allowed only one time. The student will receive a zero if the instructor is not notified.

Canvas Participation and Expectations

Students must participate in the class by using a combination of participation in classroom sessions, MindTap assignments, quizzes, and exams. In addition, it is expected that all students will complete the reading assignments in textbook or eBook in Cengage.

Missing individual assignments or group activities will have a deleterious effect on the students' grade to the extent that they cannot be made-up.

Instructor Response Time

The instructor checks phone messages daily; checks email several times a day. The response time will be within 24/48 hours except on weekends and holidays, which may take longer. Assignments are graded and returned within a week unless the assignments are longer in content. Most grades are entered in Canvas within a week.

When contacting the instructor be sure to indicate the key information such as assignment name and specific problem/issue. Create a new email rather than using reply button from a different topic. Also use the subject line to make it easier to track. Failure to do these two simple things may cause your email to be misplaced and overlooked.

Assignment Comments Boxes are NOT an effective communication to the instructor.

Phone calls are the least effective method to contact the instructor due to busy course schedules. Responses will follow the same response time and guidelines as the email contacts.

Course Time Commitment

For this course students should expect to spend considerable time reading and studying as well as completing assignments each week. The standard is 6-9 hours outside of class each week for a 3-credit face to face course and 9-12 hours per week for an online course.

Grading

Final grades are calculated based on the following...

You can check your points and your current grade using the “Grades Tab” in Canvas.

Percentage	Assignment
30%	Participation/Lab Activities
30%	Assignments
30%	Tests
10%	Final Exam
100%	Total

Grading Scale

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and lower

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

Course Schedule for this course is on a separate page.

NOTE: The instructor may change the content and schedule of the course at any time.

College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

1. **Academic Accommodations - American with Disabilities Act (ADA)**

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button for “Request for Services” and complete all the steps.

You can also contact the college's disability coordinator in the Advising/Counseling Center at 566-3271 or disabilityservices@sanjuancollege.edu. More information is available on the website listed above.

2. **The Family Educational Rights and Privacy Act (FERPA)**

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

3. **Academic Honesty Rules**

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College (July 2006).

4. **Student Conduct Statement**

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

5. **Student Safety**

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College's emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is "confirmed."

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is

allowed in or out of the campus.

6. **Non-Discrimination, Sexual Harassment, and Retaliation.**

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran's status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or allens@sanjuancollege.edu.

7. **Drop for Non-Attendance and/or Non-Participation**

Class Attendance and Participation Expectation:

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the

instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

8. Failure to Meet Class Participation Expectation:

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

9. Grading Policies

Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

10. Grade Appeals

The policy for grade appeals is in the Academic Catalog. ([Grade Appeal Policy](#))

Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)

Program Handbook

N/A