

**MAYLAND COMMUNITY COLLEGE  
Welcomes You To:**

**OST 184 Section 75  
Records Management  
Number of Credit Hours - 2  
Number of Contact Hours - 3  
FALL 2005**

**Course Description**

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

**Prerequisites: None**

**Corequisites: None**

**Instructor Information**

**Instructor:** Rhia Crawford  
**Office Location:** P223 (Inside Faculty Lounge) Sam Center  
**Telephone Number:** 828-765-7351 Ext. 331  
**E-mail Address:** [rmcrawford@cc.mayland.edu](mailto:rmcrawford@cc.mayland.edu)  
**Office Hours:** Posted outside office door and by appointment

**Course Information**

We will meet weekly to review course material and to make assignments for the next week.

**Required Text(s):** Read-Smith, Ginn & Kallaus, Records Management, 7<sup>th</sup> edition, South-Western, 2002.

Read-Smith, Ginn & Kallaus, Records Management Projects, 7<sup>th</sup> Edition, South-Western, 2002.

**Course Objectives/Competencies: Upon completion of this course, the student will:**

- A. understand the importance of proper records management and its relevance to business.
- B. be familiar with the alphabetical, numeric, subject, and geographical filing systems.

- C. be able to determine which filing system would best fit the needs of a particular organization.
- D. be acquainted with a various means of records

### **Administrative Withdrawals:**

If there is a two-consecutive week period of time that I do not either see you in class or hear from you, I will automatically drop you from the class and you will not be allowed to return.

### **Grading Criteria/Tests/Projects:**

A variety of records management simulations will be assigned. At the completion of each simulation, a finding test will be given to ensure the student has mastered the concepts for that simulation. Because most of the simulations build on the one before, students will be expected to keep up. Deadlines will be given and students will be penalized five (5) points for each school day they submit work past the deadline. At the end of the semester, the finding tests grades will be averaged together to get a final finding test grade.

In addition to the simulations, there will also be some alphabetic filing tests and one general examination. At the end of the semester, these grades will be averaged with the final finding test grade to determine final grade.

**Grading Scale:**

- A** = 94-100
- B** = 86-93
- C** = 77-85
- D** = 70-76
- F** = Below 70

### **Inclement Weather Procedures:**

Please listen to local radio and television stations for details outlining the college's procedures. Class delays and cancellations will also be posted on LEO ([leo.mayland.edu](http://leo.mayland.edu)). Decisions are made as early as possible and we all know that the weather can change quickly causing last minute decisions in the announcements. If you have questions, call the college for a recorded message regarding closings or delays. Use your own judgment; never risk your life or someone else's life to attend class.

**Academic Standards/Student Expectations/Ethics:** You are expected to do your own work. If you are caught cheating, you will receive a zero (0) on the assignment. If it happens a second time, you will receive a "F" for the semester and may be sent to the VP for Student Development services for possible probation, suspension, or expulsion from MCC.

## **Withdrawal Dates for Fall 2005**

End of Unconditional Withdrawal	Friday, September 23
End of Conditional Withdrawal	Tuesday, November 1

**Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.**

### **Course Outline/Weekly Topics**

- The Nature of Records Management
- Alphabetic Storage and Retrieval
- Numeric Storage and Retrieval
- Geographic Storage and Retrieval
- Subject Storage and Retrieval
- Special Records Storage and Retrieval
- Records Control Systems