INSTRUCTOR: Mari-jo Ulbricht

OFFICE TELEPHONE: 410-334-2830 (FOH 205)
OFFICE HOURS: Tues. 9 a.m. - 12 p.m.
    Thurs. 9 a.m. - 12 p.m.

COMPUTER LAB: 410-572-8780 (FOH 305 Fulton-Owen Hall Resource Center)

E-MAIL: mulbricht@worwic.edu

I look forward to meeting you and helping you with your assignments. If you need assistance navigating Blackboard, please e-mail me or ask lab personnel in FOH 305 (computer lab) for assistance. I will be glad to speak or meet with you at any mutually convenient time.

COURSE DESCRIPTION

Students will learn the fundamental concepts of records and information management, including an overview of the most widely used filing systems and procedures. Hand-on activities include filing and retrieval of paper and electronic records according to alphabetic, subject, numeric, and geographic filing systems. Laboratory fee: $15. This self-paced course is offered in the fall and spring.

REQUIRED MATERIALS


You will also need to access database files for jobs requiring Microsoft Access 2013. These resources are available in Blackboard. There is no fee.
Blackboard is being used as a supplementary site in this course. To access course content in Blackboard you need to have access to a computer with an Internet connection, (other requirements may apply). Computers that meet these requirements are available on campus in FOH 305, HH 100, BH 217, GH 204, FOH 305, and AHB 108. Please follow these directions to access course syllabi and any other materials posted for this course:

1. From Wor-Wic home page, point to "Quick Links" (top-right) and click the “Blackboard Login” link.
2. Enter your Wor-Wic user ID and password (same as your Wor-Wic email user ID and password). Don't know your user ID or password? Contact the myWor-Wic Student Help Desk at 410-334-6767.

COURSE OBJECTIVES AND ASSESSMENT GOALS
GEO = General Education Objectives listed in the college catalogue

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Assessment Goals</th>
<th>Assessment Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrate understanding of and ability to apply the Association of</td>
<td>• Apply ten filing rules for alphabetical filing to various filing scenarios; perform</td>
<td>Graded exercises; tests</td>
</tr>
<tr>
<td>Records Managers and Administrators (ARMA) rules regarding the</td>
<td>simplified data manipulation, using database program, to arrange files alphabetically</td>
<td></td>
</tr>
<tr>
<td>alphabetic filing system. GEO 1, 3, 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Demonstrate understanding of and ability to apply the Association of</td>
<td>• Apply rules for subject filing system to various filing scenarios.</td>
<td>Graded exercises; tests</td>
</tr>
<tr>
<td>Records Managers and Administrators (ARMA) rules regarding the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>subject filing system. GEO 1, 3, 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Demonstrate understanding of and ability to apply the Association of</td>
<td>• Apply filing rules for three numerical filing systems to various filing scenarios; perform simplified data manipulation using database program, to arrange files numerically.</td>
<td>Graded exercises; tests</td>
</tr>
<tr>
<td>Records Managers and Administrators (ARMA) rules regarding the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>numeric filing system. GEO 1, 3, 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Demonstrate understanding of and ability to apply the Association of</td>
<td>• Perform simplified data manipulation, using database program, to arrange files</td>
<td>Graded exercises; tests</td>
</tr>
<tr>
<td>Records Managers and Administrators (ARMA) rules regarding the</td>
<td>geographically</td>
<td></td>
</tr>
<tr>
<td>geographic filing system. GEO 1, 3, 4</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• Apply principles that determine which filing system would be most compatible with the requirements of different working environments.</td>
<td>Comprehensive electronic assignment. GEO 1, 3, 4, 5</td>
</tr>
</tbody>
</table>
CLASS GUIDELINES

You will utilize Blackboard for Assignments/MS Access jobs, Electronic Assignment, Practice Tests, and Quizzes. All work in OFT 165, including assignments, quizzes and tests, must be completed within one week of due date to avoid a late penalty.

ASSIGNMENTS IN BLACKBOARD

- Assignments
- Microsoft Access jobs
- Electronic Assignment
- Practice Tests

You will submit your jobs as attachments through Blackboard. Assignments are available in each Learning Module.

ASSESSMENTS IN BLACKBOARD

- Quizzes are available in each Learning Module.

TESTS IN FOH 305 COMPUTER LAB

- You must come into the computer lab (FOH 305) to take Unit Tests and Final Exam. Be sure to bring a photo i.d. with you.

The instructions for each assignment indicated in this syllabus contain directions for work you are to complete. Each assignment will consist of one or more of the following activities:

- Studying information found in your textbook.
- Completing exercises found in the appropriate Learning Module in Blackboard, and comparing your results with a key found in Blackboard. When you have completed an exercise (and corrected it, if necessary), save it to your flash drive, and submit it as an attachment through Blackboard. If it is a Microsoft Access job, you will also submit it through Blackboard.
- Completing different filing scenarios as directed by your textbook and Student Instruction Manual. This will include using preprinted letters and index cards found in your Records Management Simulation envelope, or creating index cards yourself, to obtain hands-on filing experience using one of four filing systems (alphabetic, numeric, subject and geographic). Note: If you do not have any index cards for manual practice, just cut up some pieces of paper to resemble index cards. For any exercise that requires you to file index cards or letters, there are actual cards and letters filed in correct order in the “key” or “index card key” found in Blackboard. You may use these at any point to check your work.
- Creating an electronic database for records, using Microsoft Access, and manipulating this data to retrieve records according to different requirements. These structured records are called queries. For those of you not familiar with MS Access, there are complete instructions (in the appropriate Learning Module in Blackboard) as to how to complete each exercise.
- Completing reports. With these exercises you will use the database files available in Blackboard.
Completing quizzes. Quizzes will be available in Blackboard (under the appropriate Learning Module).

Completing tests. You must come to the computer lab (FOH 305) and ask for tests.

Completing practice tests. As a review for the final examination, practice tests will be available in Blackboard before you take the final exam. You will receive credit for taking these practice tests (See “HOW YOUR GRADE IS COMPUTED” and “PRACTICE TEST” sections below).

NOTE: Not every chapter in your textbook will be covered in this course.

ATTENDANCE POLICY
All work may be completed at home, provided you have a computer with MS Access 2010 or 2013 software. If you don’t have MS Access 2010 or 2013, these exercises may be completed in the Open Computer Lab. You will be expected to complete each exercise within one week of the day set forth on the calendar on page 6 of this syllabus. Tests must be taken in the lab. When ready to take a test, ask for it at the Desk.

HOW YOUR GRADE IS COMPUTED:

Assignments/Practice Tests 40%
Quizzes 10%
Unit Tests 20%
Electronic assignment 10%
Final Examination 20%

GRADING SCALE FOR OFT 165=

A = ≥ 90 and ≤ 100%
B = ≥ 80 and < 90%
C = ≥ 70 and < 80%
D = ≥ 60 and < 70%
F = 0 and < 60%

COMPLETION OF ASSIGNMENTS:
If you submit assignment within one week of the day it was due, it will be considered on time. An assignment that has been completed, checked against the key, corrected and submitted on time will be considered satisfactory and receive 10 points. An assignment that is complete and correct but submitted more than one week late will receive 8 points. An assignment that has been submitted on time but either is incomplete or contains incorrect information will receive 0 points until it has been corrected. Once corrected, it will receive 8 points. A skipped assignment will receive 0 points. Points will be added, and your grade for the assignments portion of your final grade will be based on the following formula:

Assignment points ≥ 90 and ≤ 100% A
Assignment points ≥ 80 and < 90% B
Assignment points ≥ 70 and < 80% C
Assignment points ≥ 60 and < 70% D
Assignment points below 60% F
PRACTICE TESTS: Prior to taking the final examination, there are practice tests for each section; Alphabetic, Subject and Numeric (in Blackboard). They are not graded for accuracy; you will self-check your answers and receive points for completion of the tests. Although these are not due until just prior to the final exam, you may certainly take them earlier as preparation for each individual test.

UNIT TESTS:
These must be taken within one week of the scheduled date in the syllabus. The grade for a test taken later than that will be reduced by 10 percent. All TESTS are taken in FOH 305 Open Computer Lab. Please bring a photo i.d. with you. You must have completed all work leading up to each test in order to be eligible to take it.

- Alphabetic Filing Test (covering chapters 2 and 3).
  - There will be 35 questions; in each question you will be given three names, and must indicate their correct order of filing.
  - There will be 10 questions in which you will be given a name, and must determine if it requires a cross-reference. If it does, you must supply that cross-reference.

- Subject Filing Test. There will be matching and true/false questions based on your subject filing literacy review found in your handbook. There will also be a filing exercise.

- Numeric Filing Test. There will be matching and true/false questions based on your numeric filing literacy review found in your handbook.

FINAL EXAM – in FOH 305 Computer Lab – Bring Photo I.D.
Final exam – see IMPORTANT DATES. You must have completed all work leading up to the test in order to be eligible to take it.

ELECTRONIC ASSIGNMENT – in Blackboard (GEO 1, 3, 4, 5)
An electronic assignment involving research is required for all courses completed at Wor-Wic Community College. This assignment is on pages 15-16 of this syllabus; see explanation of how the electronic assignment will be graded. Submit your assignment as an attachment through Blackboard.

Assistance:
Writing conferences are held in BH 216. To sign up for an appointment in BH 216, access Wor-Wic’s website and complete the following:

Click on Quick Links; Click on Learning Resources; Click on Writing Conferences; Key in your Blackboard username and password to gain access to the site; Register for an appointment.
**OFT 165 RECORDS MANAGEMENT**

**SCHEDULE: SPRING 2017**

**SUBMIT ASSIGNMENTS WITHIN ONE WEEK OF DUE DATE IN ORDER TO RECEIVE FULL CREDIT FOR THEM**

*Computer Lab is closed Jan. 13-16.*

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>DATE DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read Chapter 1 &amp; 2; complete App 1-2</td>
<td>Jan. 19</td>
</tr>
<tr>
<td>Read Chapter 3 &amp; complete Ch 3 Rules 1, 2, 3, 4, and cross-referencing</td>
<td>Jan. 23</td>
</tr>
<tr>
<td>Complete Chapt. 3 Activity</td>
<td>Jan. 27</td>
</tr>
<tr>
<td>JOB 1 – Report Sheet 1</td>
<td>Jan. 31</td>
</tr>
<tr>
<td>JOB 1 – Query</td>
<td>Feb. 4</td>
</tr>
<tr>
<td><strong>Quiz, Alpha Rules 1-4</strong></td>
<td>Feb. 6</td>
</tr>
<tr>
<td>Read Chapter 4; complete exercises 5, 6, 7, 8, and cross-referencing</td>
<td>Feb. 10</td>
</tr>
<tr>
<td>Complete Ch 4 Activity</td>
<td>Feb. 14</td>
</tr>
<tr>
<td>JOB 2 – Report Sheet 2</td>
<td>Feb. 18</td>
</tr>
<tr>
<td><strong>Quiz, Alpha Rules 5-8</strong></td>
<td>Feb. 20</td>
</tr>
<tr>
<td>Read Chapter 5; complete exercises 9, 10A, 10B, 10C, 10D, and cross-referencing</td>
<td>Feb. 24</td>
</tr>
<tr>
<td><strong>Quiz, Alpha Rules 9-10</strong></td>
<td>Feb. 27</td>
</tr>
<tr>
<td><strong>ALPHABETIC RECORDS TEST</strong></td>
<td>March 2</td>
</tr>
<tr>
<td>Read Chapter 8</td>
<td>March 4</td>
</tr>
<tr>
<td><strong>WARNING: The computer lab is closed March 6-11. Please plan accordingly.</strong></td>
<td></td>
</tr>
<tr>
<td>APP. 8-1 – Query</td>
<td>March 14</td>
</tr>
<tr>
<td>JOB 10 - Report Sheet 10</td>
<td>March 18</td>
</tr>
<tr>
<td><strong>Have badge recorded by lab personnel.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>SUBJECT RECORDS TEST</strong></td>
<td>March 20</td>
</tr>
<tr>
<td>Read Chapter 9</td>
<td>March 24</td>
</tr>
<tr>
<td>APP 9-1 and APP 9-2 – List and three queries</td>
<td>March 28</td>
</tr>
<tr>
<td><strong>Have badge recorded by lab personnel.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>NUMERIC RECORDS TEST</strong></td>
<td>March 31</td>
</tr>
<tr>
<td>Read Chapter 10</td>
<td>April 4</td>
</tr>
<tr>
<td>Job 13 – Query</td>
<td>April 8</td>
</tr>
<tr>
<td><strong>Quiz, Geographic Records Management</strong></td>
<td>April 12</td>
</tr>
<tr>
<td><strong>WARNING: The college is closed April 14-16. Please plan accordingly.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PRACTICE TESTS (Alphabetic, Subject, Numeric)</strong></td>
<td>April 17</td>
</tr>
<tr>
<td>Electronic assignment</td>
<td>April 21</td>
</tr>
<tr>
<td><strong>Have badge recorded by lab personnel.</strong></td>
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</tr>
<tr>
<td><strong>FINAL EXAMINATION</strong></td>
<td>by April 27 (no extensions)</td>
</tr>
</tbody>
</table>
IMPORTANT DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid Semester</td>
<td>February 27</td>
<td>• If you have satisfactorily completed all assignments up to the Alphabetic Test by mid-semester, you will receive an “S” (Satisfactory).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If you have NOT satisfactorily completed all assignments up to the Alphabetic Test by mid-semester, you will receive a “U” (Unsatisfactory).</td>
</tr>
<tr>
<td>Alphabetic Test</td>
<td>March 2*</td>
<td>Fixed date with one-week grace period; if completed after the grace period, a 10 percent late penalty will apply.</td>
</tr>
<tr>
<td>Subject Test</td>
<td>March 20</td>
<td>Fixed date with a 2-week grace period due to Spring Break closing.</td>
</tr>
<tr>
<td>Numeric Test</td>
<td>March 31</td>
<td>Fixed date with a 2-week grace period due to Spring Break closing.</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>April 24</td>
<td>NO COURSE WORK WILL BE ACCEPTED AFTER THIS DATE.</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Must be taken by April 27 (no extensions).</td>
<td>Check lab hours. You may take the exam any time before the due date as long as all course work is complete. Deadline to take final exam is December 14.</td>
</tr>
</tbody>
</table>

LAST DAY OF CLASSES

If you have completed all assignments up to and including the Alphabetic Test by the last day of classes and earned passing grades, you will receive an “R” (Re-register). This means you must RE-REGISTER and PAY for the course again the next semester, but you may resume work right where you stopped the previous semester. If you have NOT completed all assignments up to and including the Alphabetic test with passing grades, you will receive an “F” (Failure).

Before you begin your assignments, please remember: If, at any point after checking an exercise against the key, you discover you have made an error but do not understand why, please talk with your instructor. It is important that you understand the rules in order to manage records effectively.
<table>
<thead>
<tr>
<th>DATE DUE</th>
<th>ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 19</td>
<td><strong>READ CHAPTERS 1 &amp; 2 (pages 1-15 and 19-31).</strong> This will place the job of records manager in the context of today’s complex business world, in which records have evolved from primarily paper to a combination of paper and electronic media. Complete Application 1-2 (Blackboard, Learning Modules, Introductory Chapter 1 Activity). At your earliest convenience, please come to the open computer lab (FOH 305) to have lab personnel set up your course folder.</td>
</tr>
</tbody>
</table>
| January 23  | **ALPHABETIC RECORDS MANAGEMENT:** **READ CHAPTER 3, Alphabetic Indexing Rules 1-4 and Cross-Referencing (pages 35-54).** Pay special attention to the information on indexing and coding since you will be doing both procedures throughout the course. Study Rules 1, 2, 3, 4, and cross-referencing; then complete the following exercises in the appropriate Learning Module (Blackboard):  
  - Rule 1  
  - Rule 2  
  - Rule 3  
  - Rule 4  
  - Cross-referencing  
  Complete each exercise according to the directions given. **Be sure to code each name.** To check your answers, use the key in Blackboard. Correct your answers if necessary; save to flash drive; submit as attachments through Blackboard. |
| January 27  | Complete **Chapter 3 Activity.** Click on the appropriate Learning Module/Assignment in Blackboard and save this file to your flash drive. Complete the exercise according to instructions. Then check your work against the key; make any necessary corrections, save it to your flash drive, and submit it through Blackboard. |
| January 31  | Complete **JOB 1.** Read page 1 in your **Student Instruction Manual,** found inside your **Records Management Simulation** envelope. Then complete Steps 1-15 of JOB 1. Follow the detailed instructions in the **Manual,** using the file box, preprinted guides for the letters A, R, S, T, and U (found in Supplies Envelope 2), preprinted file cards found on Forms Pad 1, and blank cross-reference cards (Form Pad 2). Arrange them in alphabetical order. Then complete **REPORT SHEET 1** found in the appropriate Learning Module (Blackboard). Fill out this sheet according to instructions, check it against the key in Blackboard, make any necessary corrections, save it to your flash drive, and submit **REPORT SHEET 1** through Blackboard. Keep your cards and the box together; you will use them again with **JOB 2.** |
February 4  Complete **JOB 1 Computer Activity (Query)**. This job is going to require the use of MS Access. Database files are located in Blackboard under the appropriate Learning Module. **Note:** For each MS Access job, always open the “Instructions” file first. When you click on the link for the job itself, you must always **save** the job to your flash drive before you can open it. Instructions provide step-by-step directions on how to complete this portion of JOB 1. You will use the preprinted cards you just used in JOB 1 to complete this database. In the left column of the access screen, insert the numbers that appear on the cards in the upper right corner. Remember when you are entering your data that the cards numbered 1 and 2 have already been entered; if you try to enter them again, you will get an error message. Include quotes, hyphens, and all punctuation; **DO NOT ENTER CROSS-REFERENCE INFORMATION.** Once you have completed this job, including the query, print the query and check your results against the key (Blackboard). If you need to go back into your table to correct an entry, go back to the JOB 1 Database Window, double-click **Wireless Table** to open it, and make your corrections. **Submit the JOB 1 Business Query through Blackboard.** Be sure that you save all of your work on a flash drive.

February 6  **Quiz, Alpha Rules 1-4 (Blackboard under “Assessments”)**

February 10 **READ CHAPTER 4, Alphabetic Indexing Rules 5-8 (pages 61-77).** Study Rules 5, 6, 7, and 8 and cross-referencing; then complete the following exercises:

- **Rule 5**
- **Rule 6**
- **Rule 7**
- **Rule 8**
- **Cross-References**

These exercises are found in the appropriate Learning Module. Complete each exercise according to the directions given in your book. **Be sure to code each name.** Check your work against the key. Correct your answers if necessary; be sure to save your work to a flash drive, and submit as attachments through Blackboard.

February 14  Complete Chapter 4 Activity. Click on the appropriate Learning Module/Assignment in Blackboard and save this file to your flash drive. Complete the exercise according to instructions. Then check your work against the key; make any necessary corrections, save it to your flash drive, and submit it through Blackboard.

February 18  Complete **JOB 2** (found in the **Student Instruction Manual**). Follow the detailed instructions as before, using the file box you used in JOB 1, preprinted guides for Numbers and the letters A, R, S, T, and U, preprinted file cards found on Forms Pad 1, and blank cross-reference cards (Form
Pad 2). Arrange them in proper alphabetical order; then interfile these cards with the cards from JOB 1. Then complete REPORT SHEET 2 according to the directions in Step 7. You can find this Report Sheet in Blackboard. Check Report Sheet 2 against the key, make any corrections necessary, save your work to your flash drive, and submit REPORT SHEET 2 through Blackboard. Keep your cards together; you will use them again.

February 20
Quiz, Alpha Rules 5-8 (Blackboard – “Assessments”)

February 24
READ CHAPTER 5 Alphabetic Indexing Rules 9-10 (pages 88-106).
In addition to this chapter, you will find in the appropriate Learning Module a study guide entitled “Government Overview.” Reading it before you complete the exercises for Rule 10 will help you understand the hierarchy of government entities (which government agencies have top priority, which come second, third, etc.) This will help you code the names correctly. Study Rules 9 and 10 and additional rules on cross-referencing; then complete the following exercises:
- Rule 9
- Rule 10
  - 10-A: Local and Regional Government names
  - 10-B: State Government names
  - 10-C: Federal Government names
  - 10-D: Foreign Government names
  - Cross-Referencing

The exercises for Rules 9 and 10 are found in the handbook. Complete each exercise according to the directions. Code each name. Check your work against the key. Correct your answers if necessary; save your work to flash drive; submit exercises through Blackboard.

February 27
Quiz, Alpha Rules 9-10 (Blackboard “Assessments”)
Have progress badge (in Blackboard) recorded by lab personnel

March 2
ALPHABETIC RECORDS MANAGEMENT TEST (in FOH 305 Computer Lab) Chapters 3, 4, and 5. Remember this is a fixed date (see syllabus). You will find a quick review of the alphabetic and cross-referencing rules in your Student Instruction Manual.

March 4
SUBJECT RECORDS MANAGEMENT. Read CHAPTER 8.

March 14
Do APP. 8-1 computer activity found on p. 213 of your textbook. Complete it according to the detailed directions in Blackboard. This exercise will show you how a subject database can be created and manipulated electronically to create a master index. Print your query and compare it with the key. If you need to go back into your table to correct
an entry, go back to the APP 8-1 Database Window, double-click APP 8-1 to open it, and make your corrections. **Submit the Office Equipment Query through Blackboard.**

March 18  
Complete **JOB 10**, a manual filing exercise found in your *Student Instruction Manual*, omitting the computer activity. You will use correspondence pieces numbered 1-45 found in Form Pads 2 and 3; you will not have used these before. [The instructor’s *Simulation* envelope did not contain a guide with just the word COMPANY on it; if yours does not either, use the guide that says COMPANY PROGRAMS.] If necessary, compare the filing order you have created with the correctly filed cards located in index card key in Blackboard. When finished, complete **REPORT SHEET 10** found in Blackboard, check it against the key, save your work to flash drive, and submit through Blackboard. You don’t need to turn your cards in.  
*Have progress badge (in Blackboard) recorded by lab personnel*

March 20  
**SUBJECT RECORDS MANAGEMENT TEST–** (FOH 305 Computer Lab) Matching and True/False questions, and filing exercises. Review the **SUBJECT STUDY GUIDE** (PowerPoint) found in the appropriate Learning Module. Remember this is a fixed date (see syllabus). Review Chapter 8; be sure you know the meanings of the terms listed on p. 211.

March 24  
**NUMERIC RECORDS MANAGEMENT – CHAPTER 9.** Read pp. 217-242. Also see the **NUMERIC RECORDS MANAGEMENT STUDY GUIDE** found in the appropriate Learning Module. **REMEMBER:** Filing by numbers is similar to filing alphabetically, in that you will treat different groups of numbers as the primary, secondary, and tertiary (third) filing units.

- **When you are filing by consecutive numbering**, you will read the numbers from **left to right**. Treat the first group of numbers as the primary indexing unit and arrange these numbers in ascending order; if the first units (the first group of numbers) are the same, go to the second (middle) group of numbers (the second unit) and figure out the filing order according to this unit; if the primary and secondary units are the same, go to the third (last) group of numbers and determine the filing order.

- **When you are filing by middle digits**, you determine the filing order according to this pattern: **middle-left-right**. In other words, the middle group of numbers is the primary filing unit; the group of numbers to the left of the middle numbers is the secondary filing unit; the third group of numbers (to the right of the middle group) is the third filing unit.

- **In terminal digit filing**, you determine the filing order according to this pattern: **right-middle-left**. The right group of numbers becomes the primary filing unit; the middle group of numbers is
the secondary filing unit; the left group of numbers is the third filing unit.

March 28  
Do APP. 9-1, steps 1, 2 and 3, found on p. 244 of your textbook. When finished, you will have manually arranged 18 three-digit numbers by terminal, middle and consecutive digits. Make three separate lists of the order of the 18 three-digit numbers (one list for each method you used) on a sheet of paper. Rearrange the numbers if you are using the middle or terminal system, so that they will read in the normal left-to-right reading sequence. For example, if you are using the terminal method of filing, you would rearrange the number 24 15 38 (38 is the primary number; 15 is the secondary number; 24 is the tertiary number) as 38 15 24. Continue on to APP 9-2,

(2) Do APP. 9-2, found on p 244, using the database files provided to you in Blackboard. Create queries that will sort the digits by terminal, middle and consecutive filing order, using the directions found in your handbook, Remember to sort in ascending order each query that you create. They should match your manual arrangement of these numbers; if they don’t, you need to correct as necessary. (See Chapter 9 Solutions in key: Note that the key shows descending order, which would be opposite from yours - ascending order. Submit the three queries you have created through Blackboard.

Have progress badge (in Blackboard) recorded by lab personnel

March 31

NUMERIC RECORDS MANAGEMENT TEST (FOH 305 Computer Lab) – Matching and True/False. Remember this is a fixed date (see p. 5 in syllabus). Review Chapter 9 and your Numeric Records Management Study Guide in the Learning Module.

April 4

GEOGRAPHIC RECORDS MANAGEMENT

CHAPTER 10. Read pp. 246-271 in your textbook. As an example of geographic filing, go to “Web Links” Tool from the Course Menu in Blackboard. Open “At a Glance Tables.” Scroll to the bottom of the page and, under “Tools,” click on “Areas at a Glance.” Click MD on the map; then click on Salisbury, MD.

April 8

Do JOB 13 (found in your Student Instruction Manual). You will first do the manual filing as indicated in the instructions (you do NOT need to do Report Sheet 13), then do a computer activity that should create a query matching the results of your manual filing. Directions for this computer activity are in Blackboard. Compare your geographic query with the results of your manual filing. Compare with the key. If there are any errors in your manual filing, correct them. Submit your query through the Blackboard.
April 12  Quiz, Geographic Records Management (Blackboard - Assessments”)
*Have progress badge (in Blackboard) recorded by lab personnel*

April 17  Review for Final Exam – Take Practice Tests (Alphabetic, Subject, and Numeric) Check against key in Blackboard and submit through Blackboard.
*Have progress badge (in Blackboard) recorded by lab personnel*

April 21  Electronic Assignment – Blackboard. See pages 13-15 of syllabus for more information.

April 24  All course work must be completed by this date.

**By April 27**  Final Examination. (FOH 305- Computer Lab – Bring Photo I.D.) This test will include matching and true/false questions based on the alphabetic, subject and numeric filing systems; as well as a section on the geographic filing system. See **IMPORTANT DATES.**
COMPREHENSIVE ELECTRONIC ASSIGNMENT

This assignment counts for ten percent (10%) of your total grade. This paper must be typed double-spaced and submitted through Blackboard.

Research is not required for this assignment. Base your answers on what you have learned and support responses with evidence from the text that is properly cited (see rubric below).

Below are listed eight organizations. Using all the articles you have retrieved from the Web and what you have learned in this course, write a detailed paragraph about each organization, and include the following information:

- **Which** type of filing system would this organization use?
- **Why** would it use it? **BE SPECIFIC:**
  - Is it easier?
  - Does the company require more confidentiality?
  - Does the company need unlimited expansion?
  - Does it lend itself to some particular requirement of the company?
- **On what unit** of information the filing system is based? **BE SPECIFIC:**
  - Does the company use client names, for example (alphabetic filing system), or are social security numbers or account numbers (numeric filing system) the basis for the filing system?
  - If the organization uses a subject filing system, what kinds of subjects (such as products, vendors, accounting information, etc.) would it incorporate in this system?
  - If your company uses a geographic system, on what geographic unit is it based (country, county, city, subdivision, etc.)? Why is it geographically based rather than based according to subject?

Each paragraph needs to include sufficient information to indicate that you understand the advantages of each system of filing as applied to a specific organization. If you fail to explain the **what, why, and what unit**, your grade will be penalized. Write the paragraphs in proper format, using correct grammar, punctuation, and spelling.

**Type one paragraph for each of these organizations:**

1. Motor Vehicle Administration
2. A real estate firm
3. A doctor’s office
4. A department store
5. A photographer’s studio
6. A bank
7. A law firm
8. A tourist bureau
RUBRIC FOR GRADING ELECTRONIC ASSIGNMENT:

This rubric is based on a 100-point scoring system. You will be expected to answer the following questions in grammatically correct English. Your paper must be formatted in APA style. Incorporate information you have gained from your textbook. In other words, support your statements with evidence from the text. Cite your sources using correct APA format (see APA handout in FOH 305 for further information).

Possible Points

- **Which** type of filing system this organization would use? 10

- **Why** would it use it? **BE SPECIFIC:**
  - Is it easier?
  - Does the company require more confidentiality?
  - Does the company need unlimited expansion?
  - Does it lend itself to some particular requirement of the company? If so, what? 35

- **On what unit** of information the filing system is based?

**BE SPECIFIC:**
  - Does the company use client names, for example (alphabetic filing system), or are social security numbers or account numbers (numeric filing system) the basis for the filing system?
  - If the organization uses a subject filing system, what kinds of subjects (such as products, vendors, accounting information, etc.) would it incorporate in this system?
  - If your company uses a geographic system, on what geographic...
unit is it based (country, county, city, subdivision, etc.)?

- Why is it geographically based rather than based according to subject? 35

- **Format**
  Correct English 5
  Correct punctuation 5

- **Citations**
  Information retrieved from text is cited with a parenthetical reference within your paper. 10
Wor-Wic Community College Institutional Policies

ACADEMIC HONESTY POLICY: (GEO 9)
Students are expected to maintain a high level of academic performance. Cheating and plagiarism are defined in Wor-Wic’s Student Conduct Policy (appendix of College Catalog). Infractions of this policy will result in the student’s failure for the assignment or test and possible referral to the Student/Faculty Disciplinary Committee.

EMERGENCY INFORMATION STATEMENT

In the event of severe inclement weather or other emergency, information about the closing of the college will be communicated via e2campus and the college's website. Faculty will communicate with students about their courses and course requirements, such as assignments, quiz and exam dates, and class and grading policies, via blackboard. Students will be responsible for completing all assignments in accordance with class policies.

ACADEMIC INTEGRITY and COMPUTER USAGE POLICY:
All students logging into Blackboard affirm that they understand and agree to follow Wor-Wic Community College policies regarding academic integrity and the use of College resources as described in the college catalog. Wor-Wic Community College considers the following as violations of the computer usage policy:
- Using the campus computing network and facilities to violate the privacy of other individuals.
- Sharing of account passwords with friends, family members or any unauthorized individuals

Violators are subject to college disciplinary procedures.

SERVICES for STUDENTS with DISABILITIES
Wor-Wic provides reasonable accommodations for students with disabilities, in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. If you are in need of accommodations, please contact the counseling office at (410) 334-2900. For more information, see Wor-Wic's Services for Students with Disabilities web page.

SEXUAL VIOLENCE DISCLOSURES
Wor-Wic Community College seeks a campus free of sexual violence which includes sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. Please be aware that if a student discloses a personal experience verbally or in writing as a Wor-Wic student to a faculty or staff member, the employee cannot maintain confidentiality and has the mandatory responsibility to notify one of the college’s Title IX coordinators. However, if you’d like to make a confidential disclosure of any such violence, you can contact Wor-Wic’s director of counseling (X-2900) or you can contact the Life Crisis Center at 410-749-HELP or 2-1-1.

Information on rights of victims of sexual violence and related resources is available in the college catalog and at the public safety page of Wor-Wic’s website: http://www.worwic.edu/Administration/PublicSafety.aspx.