

# McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

---

## **COURSE SYLLABUS AND INSTRUCTOR PLAN**

**RECORDS AND INFORMATION MANAGEMENT 1  
POFT-1319-87**

**LAURA WICHMAN**

**NOTE: This is a 16-week course.**

.

### **COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

**Course Description:**

This course is an introduction to basic records information management systems including manual and electronic filing.

**Prerequisites and/or Corequisites:**

Students are required to have taken and passed ITSC 1309 Integrated Software Applications with minimum grade of C or better.

**Course Notes and Instructor Recommendations:**

Computer literacy, Microsoft Access skills, and knowledge of Brightspace is required to be successful in this course.

**Hardware/Software Requirements:**

- You MUST have access to the Internet
- If you do not have access to the Internet, you may use the Office Technology Careers Lab that is located in the Learning & Technology Center, 3rd floor, in the back of the Library. Regular Office Technology Careers Lab hours are posted at the lab. Students may also use the MCC Library

**Instructor Information:**

Instructor Name: Laura Wichman

MCC E-mail: [lwichman@mclennan.edu](mailto:lwichman@mclennan.edu)

Office Phone Number: 254.299.8476

Office Location: ADM 404

Office/Teacher Conference Hours: Tuesday/Thursday 11:00am – 12:00pm

Alternate Contact: Crystal Johnson

Alternate Phone: 254.299.8263

Alternate Email: [cajohnson@mclennan.edu](mailto:cjohnson@mclennan.edu)

**Required Text & Materials:**

Title: Cengage Unlimited

Author: Cengage Unlimited

Publisher: Cengage Unlimited

ISBN: 978035770006

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Methods of Teaching and Learning:**

This is an online course and will require a lot of self-discipline from students! You are expected to log into Brightspace each day to check the course, and to check your student email everyday as well. Since we do not have formal meetings, I will act more as a facilitator for learning than a traditional instructor. You will be expected to read the required chapters and complete the required assignments on time. I am here to make sure you understand and are learning the objectives set in this course. Students are expected to be self-disciplined, use time management skills effectively, and to be accountable for their actions in this course.

**Course Objectives and/or Competencies:**

After completion of this course the student should be able to:

1. Identify the stages in the life cycle of a record
2. File and retrieve records using filing systems
3. Differentiate between manual and electronic filing
4. Use record management software to create and maintain records
5. Create a file retention plan
6. Analyze and apply record-keeping laws and policies

**Course Outline or Schedule:**

The following is a schedule which is subject to change. You will be notified about changes with posts to the Brightspace Announcement page and an email to your student MCC email account.

| Week of Class | Chapters    | Tasks  | Due Date                              |
|---------------|-------------|--|---------------------------------------|
| <b>Week 1</b> | Orientation | Complete Course Orientation, buy MindTap, Intro discussion                       | August 28 <sup>th</sup> at 11:59pm    |
| <b>Week 2</b> | 1 & 2       | Read chapter, learning objectives, key notes, discussion board, assignment, quiz | September 4 <sup>th</sup> at 11:59pm  |
| <b>Week 3</b> | 3           | Read chapter, learning objectives, key notes, discussion board, assignment, quiz | September 11 <sup>th</sup> at 11:59pm |
| <b>Week 4</b> | 4           | Read chapter, learning objectives, key notes, discussion board, assignment, quiz | September 18 <sup>th</sup> at 11:59pm |
| <b>Week 5</b> | 5           | Read chapter, learning objectives, key notes, assignment, quiz                   | September 25 <sup>th</sup> at 11:59pm |

# RECORDS AND INFORMATION MANAGEMENT 1

POFT-1319-87

|                |       |  |                                      |
|----------------|-------|--|--------------------------------------|
| <b>Week 6</b>  | 6     | Read chapter, learning objectives, key notes, discussion board, assignment, quiz | October 2 <sup>nd</sup> at 11:59pm   |
| <b>Week 7</b>  | 7     | Read chapter, learning objectives, key notes, discussion board, assignment, quiz | October 9 <sup>th</sup> at 11:59pm   |
| <b>Week 8</b>  | 8 & 9 | Read chapter, learning objectives, key notes, discussion board, assignment, quiz | October 16 <sup>th</sup> at 11:59pm  |
| <b>Week 9</b>  | 10    | Read chapter, learning objectives, key notes, assignment, quiz                   | October 23 <sup>rd</sup> at 11:59pm  |
| <b>Week 10</b> |       | Part 1 Exam – covers chapters 1 to 10  | October 30 <sup>th</sup> at 11:59pm  |
| <b>Week 11</b> | 11    | Read chapter, learning objectives, key notes, discussion board, assignment, quiz | November 6 <sup>th</sup> at 11:59pm  |
| <b>Week 12</b> | 12    | Read chapter, learning objectives, key notes, discussion board, assignment, quiz | November 13 <sup>th</sup> at 11:59pm |
| <b>Week 13</b> | 13    | Read chapter, learning objectives, key notes, discussion board, assignment, quiz | November 20 <sup>th</sup> at 11:59pm |
| <b>Week 14</b> |       | Part 2 Exam – covers chapters 11 to 13   | November 27 <sup>th</sup> at 11:59pm |
| <b>Week 15</b> | 14    | Read chapter, learning objectives, key notes, discussion board, quiz             | December 4 <sup>th</sup> at 11:59pm  |
| <b>Week 16</b> |       | Final Exam – covers chapters 1 to 14   | December 6 <sup>th</sup> at 11:59pm  |

## Course Grading Information:

Grading of assignments may take up to two weeks, depending on the requirements of the assignment. Students will receive feedback within the comments of their grade and should check the assignment for those comments to make corrections as needed.

## Orientation Quiz-5%-Do This ASAP

You will take an online quiz covering the course syllabus, calendar, faculty information, course expectations, and important course information you should remember. It is open notes, so feel free to take notes as you review the orientation. You are **required** to make 100 on the quiz and you may take it as many times as necessary to make 100. You must score 100 on the orientation quiz BEFORE Chapter 1 opens for you to start work on. DO NOT WAIT until the deadline to work on this.

Chapter Assignments-35%

For each chapter, you will complete a hands-on assignment over the chapter content. The assignment may be to answer a set of questions given, or it may include working in an Access database, saving the database, and submitting the database created/edited. Please see each chapter module for the assignment requirements and necessary documents.

Chapter Quizzes-20%

There are 14 chapter for this course; one per chapter. Each quiz will contain 10 multiple choice questions based on the information you read in your text and the assignments completed. You can take each quiz twice, and the highest score will count automatically. The quizzes will not be accepted past the date/time assigned; if you take a quiz past the due date/time; it will be deleted. The lowest 2 quizzes will be dropped at the end of the semester.

Part Exams-30%

You will be given two opportunities to “show off your smarts,” to see what you have learned, to see what you need to learn. The part exams (unit exams) will be comprehensive and will cover all chapters that you covered during Part 1 and Parts 2 & 3. Each exam will have 50 multiple choice questions, and you will have one hour (60 minutes) to complete the exam. You will be given two attempts to successfully pass the exam, with your highest score being counted.

Final Exam-10%

The final is comprehensive, will cover all chapters covered during this course, and will contain 100 multiple-choice questions. The final can only be taken once, BEFORE the listed due date.

Plagiarism

Plagiarism is defined as “an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author.” Plagiarism includes, but is not limited to, copying someone else's work that they created and/or copying and pasting directly from a website or book without proper citation. If you are believed to be or found plagiarizing, you will be given one written warning on the first offense. I reserve the right to regrade any work that has been submitted up to the point of alleged plagiarism, and this regrade will result in a failing grade. You will be allowed to resubmit any work I find on the first instance of plagiarism, but will not receive a grade higher than a 50 on the assignments. If you are found to be plagiarizing a second time, you will automatically be given an ‘F’ in the course, without the option to drop the course for the grade of a ‘W’. For more information on plagiarism, I recommend visiting:

<http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/>

**Late Work, Attendance, and Make Up Work Policies:****Communication:**

It is my goal to ensure that you understand and learn the material covered in this course. However, I can only help if you keep me informed of any issue or problems that you have in the course, instructions, or assignments. I have an open-door policy, so if you have any problems or need assistance, please feel free to come by my office (ADM 404) or to contact me via email or phone.

I read my email several times a day; however, if you send me an email at 11pm with a question you need answered before the class tomorrow I might not see it. Since I am not always at my desk or have email access, do not expect instantaneous responses from me via email. There is a General Discussion Board where you can ask questions and make comments and help one another with general questions.

I will communicate with the class via the announcement page and your MCC email. You are responsible for checking the announcement page at least once a day. Brightspace uses your MCC email address. When I email you, I go through Brightspace; therefore, I will email you at your MCC address.

It is very important that you read your MCC email. If you are having problems with what to do, or how to do in class, you may need to come by and see me so I can show you in person. If you have questions/comments that require more than one email to discuss, you will also need to come by and see me. This is a much more efficient way for us to communicate.

When you email the instructor put your name and POFT 1319 in the subject line. **Please use your MCC student account to send email because other email accounts do not always make it through the spam filter.** You will also need to check your student email for messages from the instructor. I will typically respond to your message within 24 hours of sending (with the exception of weekends and holidays). If for some reason you do not think your email is making it to me, please contact me immediately at 254.299.8476, if I do not answer leave a message with your name, phone number, and issue; I will contact you as soon as possible.

**Attendance Policy:**

Attendance will be based on student participation; you submitting your assignments on time and participating in the discussion boards. If you have not participated in the course via the introduction discussion board or assignments by the course census date (12<sup>th</sup> class day), have not logged into the course via Brightspace, and/or have not personally contacted the instructor prior

to this date, you will be dropped from the course. In the case of a medical absence, a doctor's excuse is required.

Just as in face-to-face courses, you are allowed to 25% absences in this course. This means that you can miss 5 weekly discussion boards for this course and I am allowed to drop you from the course. If there is a personal/medical reason you are missing assignments, please contact me by phone/email/office visit as soon as possible. After two missed discussion boards or weekly assignments/quizzes you will be referred to a Success Coach in the Completion Center for lack of participation. Upon referral, you will be assigned a Success Coach, and they will contact you to see if they can be of any assistance with you in completing your course and the semester. They are here to help you with non-academic related issues and will assist you with anything that may be hindering you from being successful in this course.

After the census date you will receive the grade earned. If you choose to stop participating in the course, your final grade will reflect this choice. Students may drop the course on their own for a grade of a W. **It is the student's responsibility to contact the instructor if he/she wants to drop the course for any reason after the student initiated drop date.** If you want to drop the course, you will need to email the instructor stating that you would like to drop the class, and why you want to drop the class (the why is required for drop processing with MCC). In the email please include your full name and student ID number. *Students may drop the course without instructor assistance, but this will require a trip to the MCC campus.* If you do not contact the instructor to drop you from the course, or you do not personally process the drop request on campus you will **NOT** be dropped from the course, and your final grade will reflect the lack of participation.

#### Late Work/Make Up Work Policy:

Assignment due dates can be found on your schedule, within this syllabus, and within each assignment on Brightspace. **All work is due on or before the assigned date and time!** If you miss the assigned due date, there will be a 10 point penalty the first week it is late, and all assignments over 1 week late will automatically receive a 5 point penalty for the first 2 weeks late, all assignments over 2 weeks late will receive a grade of a zero (0). We will be submitting chapter assignments via the testing feature in Brightspace. With this feature Brightspace does allow you to submit assignments after the designated due date/time, but marks it as a late submission for my information. Students will NOT be allowed to make up exams unless there is a documented reason (family death/medical reason) as to why the exam was missed. If there is something that you believe may hinder the completion of an assignment or exam on time, it is the student's responsibility to contact the instructor to inform her.

During the long semester, students think they have plenty of time to work on their assignments, and you do. But do not put off your work until right before the deadline. This is not a self-paced class where everything is due at the end of the semester. There are due dates each week, but you can get ahead of schedule if you wish.

**Student Behavioral Expectations or Conduct Policy:****Computer Problems**

All chapter assignments are required to be submitted via the test submission feature that is built into each chapter within Brightspace. If you are unfamiliar with how to submit the chapter assignments using this feature, please contact me immediately. Due to the vast amount of computers we have available on campus as well as the availability of computers in several community areas, I do not allow late work due to personal computer issues. It is your responsibility to ensure that work is completed on time and from a reliable source. If technology fails on campus (such as Brightspace going down for ALL users) adjustments will be made.

**Other Resources: lists of resources available to use include:**

- **Office Technology Lab**-- Located in the Learning Technology Center (LTC) on the 3<sup>rd</sup> floor.
- **MCC Library**—Located in the Learning Technology Center (LTC) on the 3<sup>rd</sup> floor.
  - Check the Library website for their hours, but there is usually an employee there to assist students with homework and computer issues.
- **The MCC Web Site**—[www.mclennan.edu](http://www.mclennan.edu)
  - The MCC website contains links to student services, activities, information faculty, class schedules and MCC catalog, etc. These can be found under student link on the main page or by clicking on the MCC seal.
- **MCC's Student Services** offer a range of student support to include tutors and special aides as required by the students. Their phone number is 254-299-8431.
- **MCC's Success Coaches** offer support and counseling to all MCC students. If you or someone you know is in need of their services contact them at 254.299.8226
- **MCC's Network Services** offers 24 hours support of Brightspace. Their number is 299-8077.

**[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.





---

## ACADEMIC RESOURCES/POLICIES

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to [www.mclennan.edu/student-email](http://www.mclennan.edu/student-email).

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.