

BGN 205- Basic Filing
Spring 2021, Section- 4285
Online- January 20-March 29

Instructor Information

Tracy Simmons

Email or Canvas message

tsimmons@santarosa.edu

I will respond to your message within 24 hours

Google Phone: 387-4659

Virtual office hours:

Monday/Wednesday 1030a.m.-

12:00p.m., response via email and by appointment

COURSE SYLLABUS

Welcome to BGN 205. This syllabus provides information about the course requirements, student learning objectives, course schedule, and more!

COURSE DESCRIPTION

American Records Management Association [ARMA] rules are used to present the basic indexing rules for names of individuals, business names, government agencies, other organizations, and special names. Specific exercises applying the indexing rules to alphabetic, subject, geographic, and numerical filing systems.

For complete course outline information visit:

https://portal.santarosa.edu/SRweb/SR_CourseOutlines.aspx?CVID=37963&Semester=20185

STUDENT LEARNING OUTCOMES

After completion of this course you should be able to:

1. Identify and use the American Records Management Association [ARMA] rules used to present the basic indexing rules.
2. Successfully apply the indexing rules to alphabetic, subject, geographic, and numerical filing systems.

COURSE WEB SITE

We will use the Canvas platform for assignment details and due dates, assignment submissions and course grade information. You can access the course at canvas.santarosa.edu. I will post announcements on the "Announcements" page in Canvas throughout the semester. The course content is set up as modules (as seen on the course schedule). Modules will be released on Sundays. Be sure to visit the modules area for all current course assignment information.

STUDENT CONDUCT

Respectful and courteous behavior is expected of all students. You are to abide by the SRJC policies for conduct and ethical student behavior. You are also expected to maintain academic honesty and integrity while in this course and throughout your SRJC career. View the student conduct and rights policies at <https://studentlife.santarosa.edu/rights-responsibilities>

ATTENDANCE/PARTICIPATION

Participation and attendance is essential for success in this course. You are expected to participate in class discussions. If you are falling behind in completing assignments due to extenuating circumstances (i.e. accident or serious illness documented with a doctor's letter and/or accident report), come and speak with me, so that we may create a plan for your success in this course. **Note:** It is your responsibility to drop. I will not drop you, no matter how many classes you miss. Consult the semester calendar for drop deadlines:

<https://admissions.santarosa.edu/academic-calendar>

ACCOMMODATIONS

Every effort is made to conform to accessibility standards for all students. Contact me as soon as possible if you find that you cannot access course materials. If you already have an accommodation, send me your letter as soon as possible. If you believe you need accommodations in this class, contact Disability Resources (527-4278).

REQUIRED TEXTBOOKS

There are no required textbooks for this course. Reading material will be provided in the form of excerpts from textbooks, books and articles.

ASSIGNMENT POLICY

All assignments must be submitted via Canvas. I do not accept late assignments, however, life happens and so you may take two "late assignment passes" during the semester. This means you may turn in two late assignments within one week of the original due date. You may opt to use these passes at any time; just be sure to communicate with me when you are using one. The late assignment passes do not apply to the quizzes, the mid-term, or the final exam.

GRADING STRUCTURE

Course Work	Percentage Breakdown
Assignments: Filing exercises	50
Quizzes/Final exam	35
Final filing project	15
Total	100

Course Schedule

NOTE: Modules are release on Tuesdays and assignments are due on Wednesdays.

This schedule is tentative and may be changed. Always refer to the Canvas course site for current assignment details and due dates.

Module	Assignments
Orientation- Class begins January 20	Review: Syllabus/schedule, self-introduction
1- Filing: methods, rules, process (January 20 - February 3)	Reading: filing methods, terms, ARMA rules Assignment: Due: Discussion: Quiz 1 Due:
2- Physical filing (February 3 - February 17)	Reading: physical filing Assignment: File naming, coding and organizing Due: Discussion: Quiz 2 Due:
3- Electronic filing (February 17 - March 3/3)	Reading: electronic filing methods and practices Assignment: Organizing electronic files Due: Discussion: Quiz 3 Due:
4- Electronic filing: email (March 3 - March 17)	Reading: email inbox and storage Assignment: Organize your email Due: Final exam Final filing project Due:
5- Spring Break (March 22-28)	ENJOY!