

Technical College of the Lowcountry  
921 Ribaut Road  
Beaufort, SC 29901

Latesha McComas  
Business Technologies Division  
Building 14, Room 108  
Phone: 843.525.8325  
[lmccomas@tcl.edu](mailto:lmccomas@tcl.edu)



**AOT 161**  
**RECORDS MANAGEMENT**

**COURSE DESCRIPTION**

This course emphasizes information management functions and various types of information systems, technology and procedures.

3 Credits (3 lecture/presentation, 0 lab, 0 other)

**COURSE FOCUS**

Focus is on the implementation of a manual and an electronic records management system.

**TEXT AND REFERENCES**

Records management bundled w/Mindtap office Technology, 6 mo. Access card. 10<sup>th</sup>. Read, Ginn. Cengage Publishing. ISBN: 978-1305-6212-51

**COURSE GOALS**

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives.

1. name six manual filing systems
2. recognize records management language
3. record file life cycle
4. use reference materials
5. search records management legislation
6. review records management history
7. research records management necessity
8. research manual filing system equipment
9. list records management careers
10. list indexing records principles
11. illustrate records storage
12. explain manual filing equipment importance
13. evaluate supplies equipment

14. evaluate storage equipment
15. evaluate existing records system
16. develop control procedures for records system
17. develop control of forms guides
18. describe manual features
19. describe micrographic features
20. describe electronic records storage features
21. demonstrate cross-reference record
22. conduct records inventory
23. demonstrate alphabetic filing system
24. identify personal name rules
25. identify business name rules
26. list alphabetic filing rules
27. plan system changes
28. implement color-coded filing system
29. exhibit records charge-out system
30. develop locate misfiled-record strategies
31. contrast perpetual and periodic records transfer
32. contrast alphabetic and subject filing rules
33. delineate steps for processing subject records
34. demonstrate subject filing system
35. identify subject filing rules
36. report numeric filing equipment
37. exhibit numeric filing system
38. define numeric filing arrangement
39. delineate steps for processing numeric filing
40. define geographic filing arrangement
41. exhibit geographic filing system
42. contrast electronic and manual filing systems
43. explain database filing features
44. explain electronic filing system disadvantages
45. design storage and retrieval system

## **STUDENT CONTRIBUTION**

Students will spend at least three hours a week outside of class.

## **COURSE EVALUATION**

The final grade will be determined by the following:

|                             |             |
|-----------------------------|-------------|
| Homework Assignments        | 350 points  |
| In-Class Assignments        | 350 points  |
| Midterm                     | 150 points  |
| Final Exam                  | 150 points  |
| Total Points for the Course | 1000 points |

The grade point scale is as follows:

|            |   |   |
|------------|---|---|
| 900 - 1000 | = | A |
| 800 – 899  | = | B |
| 700 – 799  | = | C |
| 600 – 699  | = | D |
| Below 599  | = | F |

### **COURSE SCHEDULE**

The course schedule is listed on BlackBoard.

Approved by: Kenneth Flick Developed/Revised: 11/15/2015  
Ken Flick, Division Dean for Business/Industrial Division

## ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

## ACADEMIC MISCONDUCT

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

## ATTENDANCE

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in **and** communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course **OR if a student stops attending class, it is the student's responsibility to initiate and complete the necessary paperwork.** Withdrawing from class may have consequences associated with financial aid and time to completion.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor **MUST** withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance.

*or*

under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL's STATEMENT OF **POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL)** is on file in the Division Office and in the Learning Resources Center.

## HAZARDOUS WEATHER

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVW 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)

## EMERGENCY TEXT MESSAGE ALERT

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to [www.tcl.edu](http://www.tcl.edu). On the homepage, click on “emergency Text Alert at TCL” and fill out the form or go to [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)

## SYLLABUS SAFETY ADDENDUM

### Purpose

The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

### Definition

**An incident** is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

**An emergency** is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using **911** if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

**A disaster** is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling **911** and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

### Types of Emergencies

- Hurricane
- Tornado
- Fire
- Biochemical or Radiation Spill
- Explosion/Bomb
- Downed Aircraft (crash which directly impacts campus operations)
- Utility Failures

- Violent or criminal behavior
- Psychological Crisis

## **Procedures**

### **Active Shooter**

Run/hide/fight (<http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video> )

### **Building Evacuation**

1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.
2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.
3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.
4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.
5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

### **Campus Evacuation**

1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.
2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

### **Lockdown**

1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)
7. BE QUIET and follow instructor's directions
8. Silence cell phones
9. Wait for the "All Clear" before leaving