

**OGLALA LAKOTA COLLEGE**  
**COURSE SYLLABUS & ADMINISTRATION**  
**Spring 2013**  
**Rebuilding the Lakota Nation through Education**  
**Wounspe Ihuniyan Hci Lakota Oyate Kin Akta Ic'icakagapi Kte lo**

**Name of Course:** Records Management

**Course Number:** OEd 133

**Department:** Vocational Education

**Credit Hours:** Three (yamni)

**Location:**

**Time & Day:**

**Instructor's Name:** Crystal Paulson

**Email:**

**Phones:**

**Mobile:**

**Office:**

**Office Hours:**

---

**Course Description (Waunspe Oyakapi):** This course will apply alphabetic, geographic, numeric, and subject filing procedures according to the rules established by ARMA (American Records Management Association). Storage systems, file maintenance, records control, and electronic filing are included in this course. Records Management is a part of all offices nationwide.

**Prerequisites:** College Bound/Work Ready Certificate or equivalent.

**Required Text and Materials:**

Records Management 9<sup>th</sup> Edition, Read & Ginn. South-Western Publishing. . Simulation Packet  
Jump Drive

**Course Goal:** The goal of this course is to provide information about and practice in records management procedures both manually and electronically.

**Learning Objectives (Wounspe Taku Unspepi Kte Kin He Le E):** Upon completion of this course students will be able to:

- Students will demonstrate knowledge of the rules of Alphabetic Indexing.
- Students will Index records both alphabetically and Numerically
- Students will explain methods of indexing, storing, and retrieving records.
- Students will explain the filing supplies needed for the storage of various types of records.
- Students will explain the methods of and timeframe for the disposition of both hard copy and electronic records.
- Students will manage records using Microsoft Access.

**Assessment:** Students will be assessed on their ability to articulate alphabetic filing rules and their ability to place files in the correct order based on those rules. They will also be assessed on their ability to file electronically using Microsoft Access.

**Instructional Methodology:** This course will utilize a combination of lecture and discussion and lab. Each class session will begin with lecture and discussion then progress to lab where students will complete a simulation using both manual and electronic methods of filing.

**Course Rationale:** This course exists to provide students with instruction regarding alphabetic filing rules and to provide an opportunity for them to put into practice the information provided.

**Homework:** Each student should expect to spend two (nunpa) to three (yamni) hours out of class on reading and homework assignments each week, for every hour of class time (each credit hour), in order to perform satisfactorily. Therefore, if a course is three (yamni) credit hours you should spend approximately six (sakpe) hours outside of the course room on required readings and homework. However, every student differs in their individual skills, educational background, experience, capability and personal goals; so the amount of time you must dedicate to out of class work can vary significantly from this national average.

**Reading Load:** Reading will include approximately one (wanji) to two (nunpa) chapters per week, plus handouts and homework as assigned.

**Type & Amount of Writing Load:** Writing will include note taking as well as written homework each week.

**Lakota Perspective Provided Through:** This course stresses **Wolakotakiciapi** of “learning Lakota ways of life in the community”. This course is based on the values of mutual respect and generosity (woohola na wochantognakapi), seeking to advance each individual’s knowledge through their continuing hard work (fortitude- wowalitake) and willingness to learn new information and viewpoints, as well as to demonstrate it, by speaking in front of the group (bravery-woohitike); all undertaken in an environment of complete truthfulness, trust, integrity and humility. We will do this by embracing the teaching of our ancestors as we learn new ways. (Waunspe wicakiyapi ki iglutanyan ihani unpi kun hena itan waunspe tokeca uha ayin kte.)

**Evaluation and Grading:** Homework will consist of end of chapter questions and applications, worksheets and computer generated reports for the simulation, as well as midterm and final exams.

|  |     |
|--|-----|
| Questions and Applications                     | 40% |
| Simulation-Manual alphabetization and database | 40% |
| Tests –True/false/Multiple choice/essay        | 20% |

A = Superior Quality Work = Demonstrated concept mastery by scoring 90% or better.

B = Good Quality Work = Demonstrated concept mastery by scoring 80-89%.

C = Satisfactory Quality Work = Demonstrated concept mastery by scoring 70-79%.

D = Marginal Quality Work = Demonstrated weak concept mastery by scoring 60-69%

F = Demonstrated concept mastery below the acceptable mark of 59%, which is well below what may be required in the business world.

W = Withdrawal = A student may withdraw from a course by filling out a Drop Card to be recorded by the Registrar. The student must sign this form if you drop yourself. A Drop Card may/can be filled out and signed by a counselor/instructor for lack of attendance.

#### **College Policy on Grading and Change of Grades:**

[http://www.olc.edu/~wwhitedress/student-services/Docs/OLC\\_Handbook.pdf](http://www.olc.edu/~wwhitedress/student-services/Docs/OLC_Handbook.pdf) see page 9 and 10

**Course Requirements, Expectations or Students:** Because OLC offers classes in three-hour blocks once per week, (for everyone’s travel convenience), if you are absent from one OLC class session, it’s like missing three classes at another college. (See student handbook).

- Unannounced quizzes and graded in-class exercises will be given; content can include any course material assigned, up to and including the current session.

- Your homework assignments must be turned in on the dates due to get full credit.
- You are expected to participate in class discussion; this provides evidence of your interest in and preparation for the class. It also helps gauge the effectiveness of the instruction and everyone's level of comprehension of the material presented. Most importantly, fellow class members benefit from your opinions and insights; in addition, the questions you ask may be about the same topic with which other students are having difficulty, so by helping yourself you also help them.
- If the Instructor is not present at the beginning of the class, and the College Center Staff has not heard from the Instructor, you should wait at least 30 minutes past the normal start-time and then if the Instructor has still not arrived, you may leave.

### **Attendance and Tardiness**

[http://www.olc.edu/~wwhitedress/studentsservices/Docs/OLC\\_Handbook.pdf](http://www.olc.edu/~wwhitedress/studentsservices/Docs/OLC_Handbook.pdf) see page 8

### **Policies on Academic Honesty**

[http://www.olc.edu/~wwhitedress/studentsservices/Docs/OLC\\_Handbook.pdf](http://www.olc.edu/~wwhitedress/studentsservices/Docs/OLC_Handbook.pdf) see page 43

### **Standards of Conduct Policy**

[http://www.olc.edu/~wwhitedress/studentsservices/Docs/OLC\\_Handbook.pdf](http://www.olc.edu/~wwhitedress/studentsservices/Docs/OLC_Handbook.pdf) see page 38

### **ADA Policy**

[http://www.olc.edu/~wwhitedress/studentsservices/Docs/OLC\\_Handbook.pdf](http://www.olc.edu/~wwhitedress/studentsservices/Docs/OLC_Handbook.pdf) see page 37

### **Electronic Information Resources Acceptable Use Guidelines**

[http://www.olc.edu/~wwhitedress/studentsservices/Docs/OLC\\_Handbook.pdf](http://www.olc.edu/~wwhitedress/studentsservices/Docs/OLC_Handbook.pdf) see page 41

### **Suggestions to the Student:**

Please read the specific chapter(s) of text and other supplemental materials assigned, and complete all homework before each class. If you have trouble with any assignment, or have questions on concepts or terminology, be sure to make a note of them during the week as you study. With these notes, you will be able to recall any specific problem area, so we can discuss and clarify it during class; or, if desired, privately during my Office Hours. If you have a disability that interferes with your ability to learn please contact the OLC Coordinator of Support services at 455-6040.

If you begin to have problems with course work, do not allow them to accumulate. See a College Center Counselor, contact Student Services for the help of a Tutor and/or see me right away (during class breaks or Office Hours.) Feel free to call me at my office or home. Resolve issues before they become serious or your progress in class begins to fall behind the other students. Delays and procrastination in addressing problems can only make them worse and your full recovery from them more difficult. Tutors may be available, who can coach you and provide much more personalized help learning the subject matter; but to be effective, you must get help early – don't wait until the last few weeks of the semester.

If you must miss a class, turn in your homework to the Applied Science Department Administrative Assistant before the class session you will miss. Upon return to class find out from me, or other students, exactly what was covered in the session missed, and arrange to make-up any assigned work (outside normal class time). Usually classes will only be canceled due to extremely bad weather; check with the Applied Science Department or College Center Office an hour or two before the scheduled start time, if there is a question.

You will be treated with respect, as an adult and the individual you are, at all times; however, this also means that you have the ultimate responsibility for the quality of your education and for the degree of your own success. I will make every effort to present course material in an interesting and relevant manner. I request your assistance, and feedback, if you observe things in my presentation style or the class' format, which I can change, that will make learning the subject matter easier for a majority of class members.

## TOPICAL CONTENT

| <i>Date</i>                  | <i>Objectives by Chapter</i>  | <i>Assignments</i>  |
|------------------------------|---|---|
| Oko Wanci<br>Week One        | Introduction and review syllabus.<br>Chapter 1: Records Management<br>Types of records, history of records management, legal considerations, Records Management function in organizations. Careers in Records Management. | Review and discuss questions<br>Applications<br>Access Basics     |
| Oko Nunpa<br>Week Two        | Chapter 2, Alphabetic Indexing Rules 1-4<br>Need for Alphabetic order, Alphabetic indexing rules, cross referencing.<br>Simulation Job 1 in class   | Review and Discuss questions<br>All Applications                  |
| Oko Yamni<br>Week Three      | Chapter 3, Alphabetic Indexing 5-8<br>Alphabetic Indexing rules,<br>Cross referencing business.<br>Simulation Job 2 In class.   | Review and Discuss Questions<br>All applications                  |
| Oko Topa<br>Week Four        | Chapter 4: Alphabetic Indexing rules 9-10<br>Alphabetic indexing rules, Names that are identical, Government names, Cross reference business and government names.<br>Simulation Job 3                                    | Review and discuss Questions<br>Application 4-1, 4-2, 4-5         |
| Oko Zaptan<br>Week Five      | Chapter 5: Electronic file Management<br>Database elements, Find and Sort data, Database records management, Life cycle for electronic records.<br>Simulation Job 4   | Review and Discuss Questions<br>All Applications                  |
| Oko Sakpe<br>Week Six        | Chapter 6: Alphabetic Records Management, Equipment, and Procedures.<br>Correspondence Records Storage<br>Records Storage Equipment and Supplies<br>Correspondence storage procedures.<br>Simulation Job 5, 6 and 7       | Review and Discuss Questions<br>Applications 6-1, 6-2, and 6-3    |
| Oko Sakowin<br>Week Seven    | Chapter 7: Storing, Retrieving, and Transferring Files<br>Records Storage, Retrieval, and Transfer.<br>Records Center control procedures<br>Records Center Software<br>Simulation 8 and 9                                 | Review and Discuss Questions<br>Applications 7-1, 7-2, 7-3        |
| Oko Saglogan<br>Week Eight   | Midterm   |   |
| Oko Napcinyunka<br>Week Nine | Chapter 8: Subject Records Management<br>Subject records storage, retrieval, and arrangement.<br>Filing supplies<br>Indexing.<br>Storage and retrieval procedures<br>Simulation Job 10                                    | Review and Discuss Questions<br>Applications 8-1, 8-2, and 8-3    |
| Oko Wikcemna<br>Week Ten     | Chapter 9: Numeric Records Management<br>Numeric records storage and retrieval.<br>Consecutive and nonconsecutive numbering.<br>Databases for numeric storage<br>Simulation Job 11 and 12                                 | Review and Discuss Questions<br>Applications 9-1, 9-2, and 9-3    |
| Oko Ake Wanci<br>Week Eleven | Chapter 10: Geographic Records Management<br>Records storage.<br>Advantages and Disadvantages of Geographic Records storage.<br>Storage arrangements and indexes. Records storage and                                     | Review and Discuss Questions<br>Applications 10-1, 10-2, and 10-3 |

|                                |   |  |
|--------------------------------|---|--|
|                                | retrieval procedures.<br>Simulation Job 13  |  |
| Oko Ake Nunpa<br>Week Twelve   | Chapter 11: Electronic and Image Records<br>Relationship between Electronic and Image Records.<br>Electronic Media<br>Retention and disposition.<br>Records safety and security.<br>Image media.<br>Retention.<br>Software. | Review and Discuss Questions<br>Applications, 11-2, and 11-3 |
| Oko Ake Yamni<br>Week Thirteen | Chapter 12 The Records and Information Management<br>Program<br>RIM Program Components<br>RIM Program Responsibilities  | Review and Discuss Questions<br>Applications, 12-1, and 12-2 |
| Oko Ake Topa<br>Week Fourteen  | Lab   |  |
| Oko Ake Zaptan<br>Week Fifteen | Final   |  |

**Disclaimer:** Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. However, this syllabus should not be considered a contract between Oglala Lakota College and any student. The instructor reserves the right to make changes in course content or instructional techniques without notice or obligation. Students will be informed of any such changes. Additional student rights and responsibilities are outlined in the Student Handbook. [http://www.olc.edu/~wwhitedress/studentservices/Docs/OLC\\_Handbook.pdf](http://www.olc.edu/~wwhitedress/studentservices/Docs/OLC_Handbook.pdf)