



**Business Technology  
Central College**

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**POFT 1319—CRN 40724**

**Records and Information Management I**

Spring 2015

Distance Education

3 hour lecture course / 48 hours per semester / 8 weeks

**INSTRUCTOR:** Lou Barrett

**INSTRUCTOR CONTACT INFORMATION:**

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**OFFICE LOCATION AND HOURS**

Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics. Office hours are upon request.

**FINAL EXAM:** Week of March 3, 2015

**IMPORTANT DATES:** President's Day February 16

**LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS:** February 23, 2015  
at 4:30 p.m.

**COURSE DESCRIPTION**

Introduction to basic records and information which includes the life cycle of a record, manual and electronic records management, procedures and rules:

1. The student will identify the stages in the life cycle of a record.
2. The student will file and retrieve records using alphabetic, numeric, geographic, and systems, input, index, code, and cross-reference records.
3. The student will use tickler file, requisition. And charge-out procedures and different manual and electronic filing.

**COURSE PREREQUISITES**

NONE

**PROGRAM LEARNING OUTCOMES**

- The student will be able to read, listen, speak, and write proficiently.
- The student will be able to apply keyboarding and document processing skills to specific office applications.
- The student will be able to use appropriate tools and processes such as records management, accounting fundamentals, and software applications in word processing, spreadsheet, database, and presentations to manage information.

- The student will be able to apply organizational skills to the management of projects, daily, schedules, multiple tasks, and unexpected interruptions.

### **STUDENT LEARNING OUTCOMES**

The student will be able to:

1. Describe how records are classified and used in an office.
2. Compare early and modern records management operations.
3. Describe the management functions necessary to operate a records management program effectively.
4. Explain the necessity for indexing rules in alphabetic storage of names and the importance of following these rules consistently.
5. Describe the roles of efficiency, cost, and performance controls in controlling records information program.

### **LEARNING OBJECTIVES**

The student will:

1. Index, code, and arrange personal and business names in indexing order of units.
2. Select appropriate subject categories to be used within an alphabetic arrangement.
3. Describe how databases can be used in records management.
4. Describe and apply simple electronic file management
5. Analyze and adjust filing segments for input into computer application software.

### **SCANS**

#### SCANS

#### **Manage Resources: Identifies, organizes, plans, and allocates resources**

Students in POFT 1319 Records and Information Management I have to be able to appropriately allocate their time in order to complete class assignments in a timely fashion. They must be able to budget their time and perform class related activities as assigned

on a weekly basis. Students also perform various general activities as well as workbook activities related to records management. They also produce data base projects using a data base software product.

#### **Interpersonal: Works with others**

Students in POFT 1319—Records and Information Management I at times work together in groups.

Many times these groups are randomly selected, thus giving the students an opportunity to interact with different types of students. Students must learn to use leadership skills,

learning skills, negotiating skills, and evaluating skills as they work together to accomplish a common goal.

#### **Information: Acquires and uses information**

Students in POFT 1319—Records and Information Management I must acquire the proper

information in order to successfully complete the course. Sources include classroom lectures, the text, the Internet, and reference books available in the classroom. Most importantly, students must use computers to process information and to perform various tasks.

#### **Technology: Works with a variety of technologies**

Students in POFT 1319—Records and Information Management I must work with data base technology specific to records management tasks.

### **Foundation Skills**

Students in POFT1319—Records and Information Management I must demonstrate basic skills:

read, write, listen and speak. The student must learn to locate, understand, and interpret written information from the textbook, workbook, and data base computer application.

Students in POFT 1319—Records and Information Management I must demonstrate thinking skills:

think creatively, make decisions, solve problems, visualize, know how to learn, and reason in many activities regarding records management.

Students in POFT 1319—Records and Information Management I must also demonstrate personal

qualities: display--responsibility, self-esteem, sociability, self-management, and integrity and honesty.

## **A THREE PART FOUNDATION**

### **Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks**

A. Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules

B. Writing—communicates thought, ideas, information, and messages in writing; and creates

documents such as letters, directions, manuals, reports, graphs, and flow charts

C. Arithmetic/Mathematics—performs basic computations and approaches practical problems by

choosing appropriately from a variety of mathematical techniques

D. Listening—receives, attends to , interprets, and responds to verbal messages and other cues

E. Speaking—organizes ideas and communicates orally

### **Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons**

A. Creative Thinking—generates new ideas

B. Decision Making—specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives

C. Problem Solving—Recognizes problems and devises and implements plan of action

D. Seeing Things in the Mind's Eye—organizes, and processes symbols, pictures, graphs, objects, and other information

E. Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills

F. Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

**Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty**

A. Responsibility—exerts a high level of effort and perseveres towards goal attainment

B. Self-Esteem—believes in own self-worth and maintains a positive view of self

C. Sociability—demonstrates understanding, friendliness, and adaptability, empathy, and politeness

in-group settings.

D. Self-Management—assesses self accurately, sets personal goals, monitors progress, and exhibits self-control

E. Integrity/Honesty—chooses ethical courses of action

## **8 WEEK CALENDAR**

### **WEEK ONE**

Chapter 1: Records and Information Management

Chapter 2: The RIM Environment

### **WEEK TWO**

Chapter 3: Alphabetic Indexing Rules 1-4

### **WEEK THREE**

Chapter 4: Alphabetic Indexing Rules 5-8

Chapter 5: Alphabetic Indexing Rules 9-10

EXAM 1: Chapters 1-4

### **WEEK FOUR**

Chapter 6: Alphabetic Records management, Equipment, and procedures

Chapter 7: Storing, Retrieving, and Transferring Records

### **WEEK FIVE**

Chapter 8: Subject Records Management

Chapter 9: Numeric Records Management

EXAM 2: Chapters 5-8

### **WEEK SIX**

Chapter 10: Geographic Records Management

Chapter 11: Electronic and Image Records

### **WEEK SEVEN**

Chapter 12: Electronic media and Image Records

Chapter 13: Electronic Records Management Tools and processes

### **WEEK EIGHT**

**Chapter 14: Managing a RIM Program**

**FINAL EXAM:**