



**HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT
HOUSTON, TEXAS**

**Records and Information Management I
POFT 1319**

DISTANCE EDUCATION

SCANS



SCANS COMPETENCIES INCORPORATED

**HOUSTON COMMUNITY COLLEGE
SYSTEM BUSINESS TECHNOLOGY
DEPARTMENT HOUSTON, TEXAS**

**COURSE
SYLLABUS
Records and Information
Management I POFT 1319**

<i>Instructor:</i> Lou M. Barrett	<i>CRN:</i> 86313
<i>Office Hours:</i> By Appointment Only	<i>Campus:</i> Central/Distance Education

FINAL EXAM DATE: March 11, 2016

LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS: February 22, 2016 at 4:30 p.m.

COURSE DESCRIPTION: Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management and basic filing procedures and rules. 3 credits (3 lecture).

MISSION/PURPOSE:

The purpose of POFT 1319 is to introduce the student to the nature of office files, indexing, and coding, filing system, filing system, filing procedures, and the development maintenance, and control of office files.

TEXTBOOKS AND RELATED MATERIALS:

RECORDS MANAGEMENT. 10th Edition. Judith Read, and Mary Lea Ginn, ISBN: 978-1-305-11916-9.

COURSE REQUIREMENTS AND EXPECTATIONS:

Upon completion of this course 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. Index, code, and arrange personal and business names in indexing order of units.
6. Select appropriate subject categories to be used within an alphabetic arrangement.
7. Describe how databases can be used in records management.
8. Describe and apply simple electronic file management.
9. Analyze and adjust filing segments for input into computer applications software.
10. Identify the basic types of equipment and supplies for correspondence records storage.
11. Explain the use of a records retention schedule.
12. Explain retrieval, requisition, charge-out, and follow-up procedures.
13. Use computer software to prepare an index for subject records.
14. Explain how computer indexes and database software can be used with numeric records management.
15. Discuss the need for records and information management software for electronic records.
16. Discuss microfilm processing and duplicating equipment and commercial imaging services
17. Describe the roles of efficiency, cost, and performance controls in controlling a records and information management program.

READING REQUIREMENTS

Students are responsible for reading all assigned material. You must be familiar with the Review and Discussion Questions in each chapter in order to pass the exams for this class. It is very important that you read assigned lessons before class. To insure that you are reading, pop quizzes will be given from the review questions. **REFERENCES:**
(Magazines and Periodicals)

STUDENT EVALUATION

HCCS Grading System

The Houston Community College grading system will be used to evaluate students' performance in this course.

Grade	Score
A-Excellent	90-100
B-Good	80-89
C-Fair	70-79
D-Passing	60-69
F-Failure	0-59

TESTS/POP QUIZZES

Daily activities include class participation, short reports, and term project:

90-100	A
80-89	B
70-79	C
60-69	D
Below	F

NOTE TO STUDENT: If you have any questions or concerns about the course and/or course assignments, please come to me so that we can resolve any issues. If your concerns are not resolved, you are encouraged to meet with my supervisor, Ms. Jerelean Boyd at 713-718-6488/90 or Room 200 – Boney Building, Central campus.

HCCS POLICIES

Students are responsible for adhering to and following College policies. The Student Handbook is an excellent source of information for the student concerning these policies. The link for the student handbook is located at <http://www.hccs.edu/students/handbook/HandbookHome2.html> Students should familiarize themselves concerning class attendance, withdrawals, scholastic dishonesty, and college services.

STUDENT INFORMATION

A student handbook is available on the College website: <http://www.hccs.edu>. Look under the student subheading to get detailed information concerning students attending Houston Community College System (HCCS). Data such as withdrawal policies, refund policies, incomplete, late assignments, make-ups, extra credit, grading system, attendance requirements, and other details are included in the student handbook..

ADA POLICY STATEMENT

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at their respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office."

For questions, contact Donna Price at 713-718-5165 or the Disability Counselor at each college. Also visit the ADA web site at: <http://www.hccs.edu/students/disability/index.htm>

CLASS ATTENDANCE

Students are expected to attend all classes in which they are enrolled regularly. Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with the instructor regarding an absence from a class. Class attendance is checked regularly by the instructor. A student may miss 12.5% of total class hours. ***Reports of excessive absence will be sent to the Veterans Administration, Social Security Office, and other agencies responsible for aid to the student when appropriate.***

DROP OR WITHDRAWAL POLICIES

A student may drop a course or withdraw from the college by following the procedure outlined by the Campus Director. Should circumstances prevent a student from appearing in person to withdraw, withdrawal may be completed by writing to the Registrar's Office. A drop or withdrawal request will not be accepted by telephone. A student who ceases to attend

a class without officially dropping or withdrawing, will be given a grade of "F" for non-attendance. A semester-hour student who fails to attend classes by the twelfth class day of a regular term will be administratively withdrawn from the class roll. Students who officially withdraw from a course during the first twelve days of a regular term will not receive a grade and the course will not appear in their permanent records. Students withdrawing from a course after this period and prior to the deadline designated in the college calendar will receive a "W". A student may not withdraw from a course during the last two weeks prior to the final examination period.

ACADEMIC DISHONESTY

Academic dishonesty can result in a grade of **F** or **Q** for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Student Handbook for further information regarding Academic Dishonesty.

LATE ASSIGNMENTS and MAKE-UP TEST POLICY

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Late assignments and make-up assignments will only be accepted at the discretion of the instructor. All assignments for each level are due at the end of the level assignments.

REPEATER POLICY

Students who take a course for the third time or more will face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your professor/counselor as early as possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

DEGREE PLAN

Students are encouraged to file a degree plan with a Counselor or the Business Technology Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan information or contact the Business Technology Department at 713-718-7808 for information about filing a degree plan.

**RECORDS AND INFORMATION MANAGEMENT I (POFT 1319)
WEEKLY ASSIGNMENTS**

***Semester Project-Due Date:**

WEEK	CHAPTERS/ACTIVITIES
1	Orientation/Introduction/Procedures Chapter 1/2
2	Chapters 3
3	Chapter 4/5
4	Chapters 6
5	Chapters 7/8
6	Chapters 9/10
7	Chapters 11-12
8	Chapter 13 / Final Examination

***The above assignments will be altered at the teacher's discretion. This is a tentative assignment sheet. Instructors may include applications at the end of each chapter as part of the daily assignments.**

STATEMENT OF WORKPLACE AND FOUNDATION COMPETENCIES

Houston Community College is determined to prepare you with the knowledge and skill you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for POFT1319—Records and Information Management I.

**Workplace
Competencies**

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.

EFFECTIVE JOB PERFORMANCE: The Skills Employers Want

FIVE COMPETENCIES

Resources: Identifies, organizes, plans, and allocates resources

- A. *Time*—Selects good relevant activities, ranks them, allocates time, and prepares and follows schedules
- B. *Money*—Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
- C. *Material and Facilities*—Acquires, stores, allocates, and uses materials or space efficiently
- D. *Human Resources*—Assesses skills and distributes work accordingly, evaluates performance and provides feedback

Interpersonal: Works with others

- A. *Participates as Member of a Team*—contributes to group effort
- B. *Teaches Others New Skills*
- C. *Serves Clients/Customers*—works to satisfy customers’ expectations
- D. *Exercises Leadership*—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies
- E. *Negotiates*—Works toward agreements involving exchange of resources, resolves divergent interests
- F. *Works with Diversity*—works well with men and women from diverse backgrounds.

Information: Acquires and uses information

- A. *Acquires and Evaluates Information*
- B. *Organizes and Maintains Information*
- C. *Interprets and Communicates Information*
- D. *Uses Computers to Process Information*

Systems: Understands complex inter-relationships

- A. *Understands Systems*—knows how social, organizational, and technological systems work and operates effectively with them
- B. *Monitors and Corrects performance*—distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems’ performance and corrects malfunctions
- C. *Improves or Designs Systems*—suggests modifications to existing systems and develops new or alternative systems to improve performance

Technology: Works with a variety of technologies

- A. *Selects Technology*—chooses procedures, tools or equipment including computers and related technologies
- B. *Applies Technology to Task*—understands overall intent and proper procedures for setup and operation of equipment
- C. *Maintains and Troubleshoots Equipment*—prevents, identifies, or solves problems with equipment, including computers and other technologies

**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