

BUSINESS TECHNOLOGY

POFT 1319-RECORDS MANAGEMENT I

CRN 15692

3 credit hours (3-lecture -16weeks)-48 hours per semester

SCANS Competencies Included

INSTRUCTOR: Rhonda Johnson, MBA
713-718-8792
Email: Canvas Inbox

INSTRUCTOR CONTACT INFORMATION:
E-mail: Canvas Inbox

OFFICE LOCATION AND HOURS:

Please feel free to contact me concerning any problems being experienced in this course. Please do not wait until students have received a poor grade before asking for my assistance. Student performance in my class is very important to me. I am available to hear and discuss student concerns and course topics. Office hours are upon request at 713-718-8792 or email in Canvas.

COURSE LOCATION/TIMES:

Online

<u>COURSE SEMESTER:</u>	Credit Hours	03
<u>CREDIT HOURS (SCH):</u>	Lecture Hours	03
(lecture, lab) if applicable	External Hours:	

TOTAL COURSE CONTACT HOURS: 48

COURSE LENGTH 16
(number of weeks)

TYPE OF INSTRUCTION: Lecture

COURSE DESCRIPTION:

An introduction to present and future resources used to facilitate handling of office information. Study will be made of equipment applications and procedures, terminology and environmental factors affecting productivity, and career paths.

COURSE PREREQUISITE(S):

None

FINAL EXAM: MAY 6-8, 2017

COURSE TEXTBOOK:

RECORDS MANAGEMENT I; 10TH EDITION; Judith Read; Mary Lea Ginn; © 2017; Cengage; ISBN: 9781305625723

DO NOT BUY SIMULATION PACKAGE

PROGRAM LEARNING OUTCOMES:

1. The student will be able to read, listen, speak, and write proficiently.
2. The student will be able to apply keyboarding and document processing skills to specific office applications.
3. 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.
4. The student will be able to apply organizational skills to the management of projects, daily schedules, multiple tasks, and unexpected interruptions.

COURSE STUDENT LEARNING OUTCOMES (SLO): 4 to 7:

Upon completion of this course, the student should be able to:

1. Students will develop and expand skills that will contribute to their success as an administrative professional.
2. Students will identify current events and implement lifelong learning projects in today's experiences.
3. Students will work to implement and use present and future resources used to facilitate the handling of office information systems.
4. Students will apply knowledge to equipment applications and procedures, terminology and environmental factors affecting productivity, and career paths.

LEARNING OBJECTIVES: (Numbering system should be linked to SLO – e.g., 1.1, 1.2, 1.3, etc.)

1. Students will develop and expand skills that will contribute to their success as an administrative professional.
2. Students will identify current events and implement lifelong learning projects in today's experiences.
3. Students will work to implement and use present and future resources used to facilitate the handling of office information systems.
4. Students will apply knowledge to equipment applications and procedures, terminology and environmental factors affecting productivity, and career paths.

SCANS and/or Core Curriculum Competencies: if applicable

SCANS

Describe and explain the development of human resources management

Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic –Speaking

Evaluate current methods of job analysis, recruitment, selection, training/development, performance appraisal, promotion, and separation

Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic –Speaking

Discuss management's ethical, socially responsible, and legally required actions.

Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic –Speaking

Assess methods of compensation and benefits planning.

Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic –Speaking

Examine the role of strategic human resource planning in support of organizational mission and objectives.

Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic -Speaking

INSTRUCTIONAL METHODS:

Web-enhanced (49% or less)
Hybrid (50% or more)
Distance (100)
Face to Face

STUDENT ASSIGNMENTS & ASSESSMENTS:

16 WEEK COURSE CALENDAR
POFT 1319 Records Management I
Weekly Activity Schedule

WEEK	TEXTBOOK CHAPTERS
1	Introduction/Syllabus/Survey
2	Chapter 1: Records and Information Management SYLLABUS QUIZ and SURVEY DUE 1/25
3	Chapter 2: The Rim Environment
4	Chapter 3: Alphabetic Indexing Rules 1-4
5	Chapter 3: Alphabetic Indexing Rules 1-4 (...)
6	Chapter 4: Alphabetic Indexing Rules 5-8
7	Chapter 4: Alphabetic Indexing Rules 5-8 (...) Exam 1 : Chapters 1-4 (No Make-up Exam)
8	Chapter 5: Alphabetic Indexing Rules 9-10
9	SPRING BREAK
10	Chapter 6: Alphabetic Records Management, Equipment, Procedures Chapter 7: Storing, Retrieving, and Transferring Records
11	Chapter 8: Subject Records Management Exam 2 : Chapters 5-8 (No Make-up Exam)
12	Chapter 9: Numeric Records Management
13	Chapter 10: Geographic Records Management
14	Chapter 11: Electronic Records File Management
15	Chapter 12: Electronic Media and Image Records
16	Chapter 13: Electronic Records Management Tools and Processes
	Final Exam: Chapters 9-13 (No Make-up Exam)

Student Evaluation

The following departmental grading system will be used to evaluate student's performances in this course:

Syllabus Quiz	10%
Chapter Assignments	50%
Midterm	20%
Final Exam	20%
Total	100%

Syllabus Quiz

You will have 1 week to complete the quiz. The syllabus quiz will be comprised of 10 questions. The quiz is located under the Quizzes in Canvas. Do not open the quiz until you are ready to take it. You cannot open it to look at it then go back and take it. You will have 2 hours to complete the quiz. **NO MAKE-UP QUIZ WILL BE GIVEN.**

Chapter Assignments

Assignments will be located assigned in Canvas.

Midterm

The midterm will cover chapters 1 through 7. The midterm will be open book and students able to use their book and notes. The quizzes are located under the Quizzes course tool. You will have 2 attempts to take the exam. **NO MAKE-UP EXAMS WILL BE GIVEN.**

Final

The final will cover chapters 8 through 16. The final will be open book and students able to use their book and notes. You will have 2 attempts to take the exam. **THE FINAL WILL BE ONLINE. NO MAKE-UP FINAL WILL BE GIVEN.**

INSTRUCTIONAL METHODS

POFT 1370 is a required course for certain Business Administration certificates and AAS degrees.

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide students with knowledge concerning business, modeling good teaching strategies, and organizing and monitoring the field experience that allows students to connect the information that students learn in this course to the real world of education.

As a student wanting to learn about business, it is student's responsibility to read the textbook, submit assignments on the due dates, study for the exams, participate in activities, and attend class.

STUDENT ASSIGNMENTS

Assignments have been developed that will enhance student learning. To better understand a topic, students will be given assignments on key information that students will need to remember for student success in student reaching student goals.

Late Assignments: Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. **Late assignments will not be accepted.**

Instructions for submitting assignments: Assignments must be submitted in using Canvas.

Make-Up Test Policy

Students are expected to adhere to the weekly schedule printed in the course syllabus. **No make-up tests will be given.**

INSTRUCTOR REQUIREMENTS

As student Instructor, it is my responsibility to:

Provide the grading scale and detailed grading formula explaining how student grades are to be derived

- Facilitate an effective learning environment through class activities, discussions, and lectures
 - Description of any special projects or assignments
 - Inform students of policies such as attendance, withdrawal, tardiness and make up
 - Provide the course outline and class calendar which will include a description of any special projects or assignments

- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student's responsibility to:

Attend class and participate in class activities

- Read and comprehend the textbook
- Complete the required assignments and exams on time:
- Ask for help when there is a question or problem
- Complete the field study with a 70% passing score

PROGRAM/DISCIPLINE REQUIREMENTS

Business Administration is determined to prepare students with the knowledge and skills needed to succeed in today's dynamic work environment. Students in Introduction to Business must be able to budget their time and perform class-related activities as assigned on a weekly basis. Opportunities are provided for students to recognize the important role personal qualities play in the business environment and activities have been enhanced to help students develop the attitudes and interpersonal skills that are in demand by employers.

Degree Plan

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

GRADING

HCCS Grading System

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

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
IP (In Progress)	0 points per semester hour
W(Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit.

COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

For Health Science programs, see the Program/Discipline Requirements section for specific grading requirements.

INSTRUCTIONAL MATERIALS:Textbook

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9781305625723**

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HCC POLICY STATEMENT:

Access Student: <http://hccs.edu/student-rights>
Services Policies on their Web site:

EGLS3 -- EVALUATION FOR GREATER LEARNING STUDENT SURVEY SYSTEM

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

DISTANCE EDUCATION AND/OR CONTINUING EDUCATION POLICIES

http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf

Access CE Policies on <http://hccs.edu/CE-student-guidelines>
their Web site:

STUDENT INFORMATION

A student handbook is available on the College website: <http://www.hccs.edu/students>. 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.

HCC COURSE WITHDRAWAL POLICY (UPDATED 7/26/2010)

Beginning Fall 2007, the State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

To help you avoid having to drop/withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.). HCC has instituted an Early Alert process by which your professor may “alert” you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance. Students should check HCC’s Academic Calendar by Term for drop/withdrawal dates and deadlines.

If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Service Center:

<https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>

Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

**LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS:
MONDAY, April 3, 2017 at 4:30 p.m.** Verify in College Schedule Page.

Class Attendance

As stated in the HCC Catalog, all students are expected to attend classes regularly.

Although it is the responsibility of the student to drop a course for non-attendance, the instructor also has the authority to drop a student for excessive absences or failure to participate regularly. Students who do not attend class before the Official Day of Record will be AUTOMATICALLY dropped for nonattendance.

Early Alert

HCC has instituted an Early Alert process by which your professor may "alert" you and counselors that you might fail a class because of excessive absences and/or poor academic performance

International Students

Contact the International Student Office at 713-718-8520 if you have questions about your visa status.

STUDENTS WITH DISABILITIES

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. **Instructors are authorized to provide only the HCC DSSO approved accommodations but must do so in a timely manner.**

Students who require testing accommodations need to schedule an appointment for testing to ensure that staff will be available for proctoring and to arrange for any adaptive equipment that may be required. Students should contact the instructor's Instructional Support Specialist (ISS) the week prior to each exam throughout the semester to confirm that the requested testing accommodations will be met.

DISABILITY SUPPORT SERVICES OFFICES:

System: 713.718.5165

Central: 713.718.6164 – *also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.*

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist (ISS) assigned to their professor.

ONLINE TUTORING

On Sept. 11, online tutoring at HCC (AskOnline) completed ten years of service to students. As we move into the next decade, we are using new technology to provide the same personalized tutoring with HCC staff. Students and faculty can access the new system at hccs.upswing.io. Students will use their Active Directory student ID and password, and faculty will use their HCC email and associated password. A video explaining how the new system works is located on the bottom of the [Upswing log in page](#). For more information, contact Deborah Hardwick (deborah.hardwick@hccs.edu).

ACADEMIC DISHONESTY

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. Scholastic dishonesty: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- " Copying from another student's test paper;
- " Using materials not authorized by the person giving the test;
- " Collaborating with another student during a test without authorization;
- " Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- " Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook).

Academic dishonesty can result in a grade of **F** or **0** for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Distance Education Student Handbook-(for further information regarding Academic Dishonesty refer to http://distance.hccs.edu/decounseling/DE_student_handbook.htm).

CLASSROOM BEHAVIOR

As instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, students are asked to respect the learning needs of student classmates and assist student instructor achieve this critical goal.

VIRTUAL CAREER CENTER

The Virtual Career Center assist HCC Students and Alumni with career planning, assessments, job search and

soft-skills training. Orientations and registration are available at all Southwest College Campuses.

<http://www.hccs.edu/hccs/current-students/career-planning-and-resources/southwest-college>

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 [Ms. Willie Caldwell, Department Chair at 713-18-7808](#).

CLASS RULES

Welcome to My Class! Let's establish a few rules essential for your successful learning before we began the course work.

- You should complete the Distance Education orientation prior to beginning the assignments, discussions, quizzes, etc.
Note: The data form completed during the online orientation will be sent to me automatically once you have completed and submitted the data form.

Know About Your Assignments:

- All assignments are completed using Microsoft Word and submitted (uploaded) as an attachment under the Assignment unless otherwise instructed.
NOTE: Be careful! Do not upload the shortcut to your assignment file. (The file extension of the shortcut file ends with .lnk.) The last letters in your file name should end with .doc or .docx or .rtf.
- If the assignment instruction requires the use of PDF, your assignment last letters will then end with .pdf.
If you must use Microsoft Works, save your assignment file as rich text format (.rtf).
- Assignments submitted under an incorrect assignment will not be graded.
- Assignments are due on the due date. The assignments are opened well in advance for student access. **Late or missed assignments are not accepted.**
- Do not send late or missed assignments through the class e-mail (e-Mail list) or professor's alternate e-mail.
- There are **no make-up assignments or make-up tests (quizzes)**. See the course calendar in order to submit your assignments on time or to take your test on time.
Include the entire assigned assignment(s) in one document (file) unless otherwise specified in the instructions.
- Do not attach prior assignments to assigned assignments. Prior assignments will not be accepted nor will they be graded.

Know How to Communicate With Your Professor:

- All class communication is done within the course e-mail (e-Mail list). Do not send e-mail to my alternate e-mail regarding the class, these messages may not reach me.
- If you leave a message for me under the assignment, I will not see it until I am grading the your assignment. Therefore, if you need to communicate with me regarding the content or instructions for assigned assignments, use the mail tool (e-Mail list) in class.

Know About Your Assessments:

All assessments (tests, quizzes) are administered within the course and there is no need to come to a testing center for testing. You will take your Final Exam online in the course.