

BRAZOSPORT COLLEGE

LAKE JACKSON, TEXAS

SYLLABUS

POFT 1319: RECORDS & INFORMATION MANAGEMENT
HYBRID VERSION

COMPUTER TECHNOLOGY & OFFICE ADMINISTRATION DEPARTMENT

CATALOG DESCRIPTION

POFT 1319 Records & Information Management. CIP 5204010004

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. Filing cases are simulated in a computer environment. The Records Management course is designed to provide instruction and practice in indexing, coding, and cross-referencing records using alphabetic indexing rules. This is a 3-credit, full-term, college-level course that requires reading, writing, study, and analytical skills appropriate to a college student (3 SCH, 2 lecture, 2 lab)

Prerequisites: Basic computer knowledge

PREPARED BY: _____ DATE: _____
INSTRUCTOR (Mathews)

RECOMMENDED BY: _____ DATE: _____
DIVISION CHAIRMAN

RECOMMENDED BY: _____ DATE: _____
DEAN

APPROVED: _____ DATE: _____

The Brazosport College District shall not discriminate against, or exclude from participation in any benefits or activities either on the staff or in the student body, any person on the grounds of sex, race, color, religion, national origin, age, or handicap.

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COURSE EVALUATION

STUDENT EVALUATION

- A. Weekly tests will account for no more than 20% of the total grade.
- B. Daily Work will account for no more than 60% of the total grade.
- C. Final Exam will account for no more than 20% of the total grade.

INSTRUCTOR EVALUATION

- A. Students will be given an opportunity to evaluate their instructor and the course content.
- B. The instructor will review and evaluate in terms of withdrawal rate.
- C. Final grades given will be reviewed in an effort to determine if a pattern of high or low grades exists.

DEPARTMENT EVALUATION OF COURSE

- A. Faculty and the Division Chair will review student grades and withdrawal trends.
- B. Faculty and the Division Chair will review the Course Competencies and Perspectives Assessment.

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COURSE CONTENT

GENERAL GOALS/OBJECTIVES

The goal of Records Management is designed to provide instruction and practice in indexing, coding, and cross-referencing records using alphabetic indexing rules.

SPECIFIC GOALS/OBJECTIVES

Students should be able to demonstrate their understanding and use of financial analysis by:

1. Student will learn terminology basic to filing functions within a records management program.
2. Student will demonstrate application of alphabetic, numeric, subject, and geographic filing rules by indexing, coding, and sorting.
3. Student will demonstrate processing of file requests, retrieval, charge out, and follow-up techniques by completing exercises using representative examples of business documents.

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LEARNING OUTCOMES

1. Student will learn terminology basic to filing functions within a records management program.
Student will achieve 70% on exam.
2. Student will demonstrate application of alphabetic, numeric, subject, and geographic filing rules by indexing, coding and sorting.
Student will achieve 70% on exam.
3. Student will demonstrate processing of file requests, retrieval, charge out, and follow-up techniques by completing exercises using representative examples of business documents.
Student will achieve 70% on exam.

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Instructor: Mathews, Lonnie
Office Phone: (979) 230-3510
Alt. Phone:

Office: D-204A
E-mail: Lonnie.Mathews@brazosport.edu

COURSE DESCRIPTION

The Records Management course is designed to provide instruction and practice in indexing, coding, and cross-referencing records using alphabetic indexing rules. Emphasis will be placed on alphabetic systems, subject, geographic, and numeric filing. Students will review retention and transfer of records, control of requisitions and charge-outs, and selection of supplies and equipment. Electronic records, image records, and establishing a records and information management program are also discussed.

(3 SCH, 2 lecture, 2 lab)

PREREQUISITES

Basic computer knowledge.

TEXTBOOK OR COURSE MATERIAL INFORMATION

Read: Records Management, 8th Edition, Southwestern Publishing

LAB REQUIREMENTS

None.

ATTENDANCE AND WITHDRAWAL POLICIES

Students are expected to participate in weekly discussion and turn in assignments on a weekly basis. Students will be dropped if they miss more than two weeks of assignments and homework.

It is the student's responsibility to withdraw from a course if circumstances occur that could prevent the student from successfully completing that course. Students should notify instructor of decision to withdraw and must not expect nor assume the instructor will complete the paperwork for the student. The instructor will complete required paperwork only if the instructor decides to drop a student for cause. Failure to notify instructor of withdrawal could result in the student failing the course.

Please note that changes in the Texas Education Code state that students enrolling for the first time in a Texas public institution of higher education in the fall of 2007 or after, will not be permitted to withdraw from more than a total of six courses (no minimum number of credit hours on each course) in which the student is officially enrolled during the student's period of undergraduate study at all such institutions (this includes any course a transfer student has dropped at another institution of higher education). See <http://www.brazosport.cc.tx.us/CurStu.html> for more information.

COURSE REQUIREMENTS AND GRADING POLICIES

The student's final grade is determined by the following percentage breakdown:

Weekly Tests	20%
Daily Work	60%
Final Exam	20%
	<hr/>
	100%

TESTING

1. Sixty percent of the student's grade will be based on an average of weekly tests. These tests will be over the material covered in the previous class meeting.
2. Twenty percent of the student's grade will be based on an average of the daily work grades.
3. Twenty percent of the student's grade will be based on an average of the final exams given during the course.

MAKE-UP POLICY

There are no provisions to make up any missed work. Any student missing a weekly test or assignments will receive a zero for that quiz.

STUDENT RESPONSIBILITIES

Students are expected to fully participate in the course. The following criteria are intended to assist you in being successful in this course:

Time Management
Understanding the Syllabus Requirements
Communicating with the Instructor
Class Participation
Completing Course Work

Students are also expected to take care of the equipment in the classroom. **PLEASE DO NOT BRING FOOD, DRINKS, OR UNAUTHORIZED PERSONS INTO THE CLASSROOM.**

PROJECTS, ASSIGNMENTS, PORTFOLIOS, SERVICE LEARNING, INTERNSHIPS, etc.

Not applicable.

SCANS COMPETENCIES

The Secretary's Commission on Achieving Necessary Skills (SCANS) identified competencies in the areas of Resources, Interpersonal, Information, Systems, and Technology; and foundation skills in the areas of Basic Skills, Thinking Skills, and Personal Qualities. This course is part of a program in which each of these competencies and skills are integrated. For application of specific SCANS competencies and skills in this course, see **Addendum A**.

ACADEMIC HONESTY

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty, including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at <http://www.brazosport.edu>. (Click on the link found on the right side of the homepage.)

STUDENTS WITH DISABILITIES

Brazosport College is committed to providing equal education opportunities to every student. Brazosport College offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software. Please contact the Special Populations Counselor at (979) 230-3236 for further information.

OTHER STUDENT SERVICES INFORMATION

Information about the Brazosport College Library is available at www.brazosport.edu/sites/CurrentStudents/Library/default.aspx or by calling (979) 230-3310.

Information about study skills and tutoring for math, reading, writing, biology, chemistry, and other subjects is available in the Learning Assistance Center (LAC) (see www.brazosport.edu/sites/CurrentStudents/LAC/default.aspx or call (979) 230-3253).

To contact the Computer Technology & Office Administration Division, call (979) 230-3229 or (979) 230-3394.

Student Services provides assistance in the following:

Counseling and Advising	(979) 230-3040
Financial Aid	(979) 230-3294
Student Activities	(979) 230-3355

To reach the Information Technology Department for computer, E-mail, or other technical assistance, call the Helpdesk at (979) 230-3266.

Addendum A

SCANS COMPETENCIES

POFT 1319 – Records & Information Management

Competency Reference		Application
1.	Resource	Students are required to manage time by completing their assigns on time. Students will complete several filing assignments to test their knowledge.
	Time Management,	
	Facilities/Materials,	
	Human Resources	
2.	Interpersonal	N / A
	Leadership,	
	Part. as Team Member,	
	Works with Diversity	
3.	Information	Students will have to organize their filing system according to ARMA. Student will need to understand how to organize a filing.
	Acquiring,	
	Organizing,	
	Interpreting	
4.	Systems, Understanding	
	Organizational Systems,	
	Technological Systems,	
	Social Systems	
5.	Technology	N / A
	Selecting,	
	Applying,	
	Maintaining	
6.	Basic Skills	Students are required to participate in online discussions and answer essay questions as part of course assignments.
	Reading, Writing,	
	Mathematics,	
	Speaking, Listening	
7.	Thinking Skills	Students are required to solve filing problems and make corrections.
	Decision Making,	
	Problem Solving,	
	Learning Techniques	
8.	Personal Qualities	Students are responsible for meeting all deadlines per the course. Students should practice integrity by turning in their own work.
	Responsibility,	
	Sociability,	
	Integrity/Honesty	

POFT 1319
Records & Information Management
Generic Schedule

Week	Chapter	Lecture Material	Assignment Due
1	1	Orientation Online Activity - Chapter 1	
2	2	Alphabetic Indexing Rules 1 - 4 Online Activity - Chapter 2	
3		Code & Index Job 1 Online Activity Report Sheet 1	
4	3	Alphabetic Indexing Rules 5 - 8 Online Activity - Chapter 3	
5		Code & Index Job 2 Online Activity Report Sheet 2	
6	4	Alphabetic Indexing Rules 9 - 10 Online Activity - Chapter 4	
7		Code & Index Job 3 Online Activity Job Report 3	
8		Test One Online Activity - Job 4/report sheet	
9	5	Electronic File Management Online Activity - Chapter 5	
10		Break	
11	6	Alphabetic Records Management Online Activity - Chapter 6	
12		Code & Index Job 5 & 6 Online Activity Job Report 6	
13	7	Storing, Retrieving, and Transferring Online Activity - Chapter Seven	
14		Code & Index Job 8 & 9 Online Activity Job Report 8	
15	8	Subject Records Management Online Activity - Chapter 8	
16		Review Final Exam	