

**RECORDS AND INFORMATION
MANAGEMENT
POFT 1319**

STUDENT DOCUMENT

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**Revised by
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**College of the Mainland
Texas City, TX**

Records and Information Management I

POFT 1319

COURSE TITLE: Records and Information Management I

PREREQUISITE: POFI 1301 or equivalent or instructor approval

CREDIT: 3 semester hours

MATERIALS:

- *Professional Records and Information Management*. Jerry R. Stewart and Nancy M. Melesco.
- *Filing and Computer Database Projects*. Second Edition. Jerry R. Stewart and Nancy M. Melesco.
- Storage device

EDUCATIONAL PURPOSE:

Students today in our information-based society must be able to create, store, and retrieve information. Access to information is critical to business-decision making. To become information specialists, students need guidance in organizing data systems.

GOALS:

The goals of this course are to help students:

- Gain workforce skills in records and information management.
- Learn to organize information systems with an emphasis on critical thinking.

COMPETENCY STATEMENTS:

Students will be able to:

- Define records and information management.
- Recognize the functions of records and information management and the steps in the life cycle of records.
- Categorize significant federal legislation as relating to business records or government records.

- Legal and ethical concerns that confront records and information management professionals.
- Manage the receipt and creation of paper records.
- Use indexing and alphabetizing procedures.
- Manage electronic files and database systems.
- Use a current computer database software (Access)

METHODS OF ASSESSMENT:

- | | |
|---|---------------------|
| • 3 Unit Test | 33.34 |
| • Assignments | |
| ○ Textbook Assignments | |
| ○ Assignment sheets for projects | 33.33 |
| • Quizzes | <u>33.33</u> |
| | 100.00 % |

Scoring	Grade
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F

Course Content and Tentative Schedule

Weeks 1 – 6

- Chapter 1 – Introduction to Records and Information Management
- Chapter 2 – Employment in Records and Information Management
- Chapter 3 – Legal and Ethical matters in Records and Information Management

Unit Test 1

- Chapter 4 – Receipt and Creation of Hard Copy Records
- Chapter 5 – Indexing and Alphabetizing Procedures

Filing and Computer Database Projects

- Assignments 1, 2, 3, 4, and 5

Weeks 7 – 12

- Chapter 6 – Systems for Organizing Paper Records

Filing and Computer Database Projects

Assignments 1 – 12

- Chapter 7 – Retrieval, Retention, and Recycling

Unit Test 2

Weeks 13 – 15

- Chapter 8 – Managing Electronic Files
- Chapter 9 – Using Electronic Databases
- Chapter 10 – Network-Based Records Management
- Chapter 11- Image Technology and Automated Systems
- Chapter 12 - Safety, Security, and Disaster Recovery

Unit Test 3

ATTENDANCE:

An absence is authorized for participation in school activities, hospitalization, or death in one's family. All other absences must be justified to the instructor. The instructor will allow the absence or elect not to do so.

If an absence occurs, the student will be expected to perform, without exception, as other students who were in attendance.

When a student is tardy, an absence will be given to the student. It is the responsibility of the student to inform the instructor at the end of class the reason for being tardy.

WITHDRAWAL:

If a student wishes to withdraw from the course, it is the student's responsibility to see that the proper form is completed and turned in by the proper date to withdraw from the class. Failure to attend class does not constitute a drop.

ASSIGNMENTS:

All required assignments are due by the specified date. Failure to turn in required assignments by the specified date will result in a grade of "F" or "O" for that assignment.

MAKE-UP EXAMS:

Make-up exams must be made up before the next class meeting at a time agreed upon by the instructor and the student.

ACADEMIC DISHONESTY:

Certain behaviors such as cheating on test, plagiarism, substituting for another student, paying bribes, etc., is prohibited and are constituted as violations of Board Policies. For the exact details and information review College of the Mainland Policy FLB (Local) STUDENTS RIGHTS AND RESPONSIBILITIES: STUDENT CONDUCT. College policies are available on-line or contact the Dean/Vice President of Education at (409) 938-1211 Ext. 229.

ADA STATEMENT:

College of the Mainland complies with Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act. If you have a documented disability and need special accommodations, please contact Michelle Kettler in the Advisement Center (409-938-1211, ext. 124).

Instructor's Name: _____

Office No.: _____

Office Hours: _____

Phone No.: _____

E-mail address: _____

Course Meeting Time: _____