This course syllabus is intended as a set of guidelines for Records Management. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information:

Instructor's Name: Janie Rubalcava
Email Address: jrubalcava@dcccd.edu
Office Phone Number: (972) 273-3450 or (972) 273-3465
Office Location: Virtual Office
Office Hours: Virtual Office Hours

Course Information

Course title: Records and Information Management
Course number: POFT 1319
Section number: 78426
Credit hours: 3
Class meeting time: Virtual Classroom (Will answer emails daily)
10/22 – 12/12/2019

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. (2 Lec., 2 Lab.)

Course prerequisites: Keyboarding experience and computer experience are recommended.
Required or Recommended Textbooks and Materials


3. Microsoft Access 2016 for Windows software required. NOTE: If you do not have this software, you can check the Access 2016 software at the T225 campus classroom.

Course Objectives

This course introduces the basic principles and procedures of record storage and control. You will learn record storage methods, procedures for the operation and control of an automated storage system, and rules for indexing.

At the conclusion of this course, you will be able to establish and manipulate an automated filing system that utilizes computer technology.

Specific Course Learning Outcomes

<table>
<thead>
<tr>
<th>LEARNING ACTIVITY</th>
<th>LEARNING OUTCOMES</th>
<th>ASSESSMENT</th>
<th>SCANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>All textbook chapter assignments</td>
<td>Distinguish between data and information</td>
<td>Exercises, Quizzes, Test, Database Test Projects</td>
<td>C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F13, and F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35.</td>
</tr>
<tr>
<td>All textbook chapter assignments and Access 2007 Unit A</td>
<td>Identify the components of a database</td>
<td>Exercises, Quizzes, Test, Database Test Projects</td>
<td>C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F13, and F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35.</td>
</tr>
<tr>
<td>LEARNING ACTIVITY</td>
<td>LEARNING OUTCOMES</td>
<td>ASSESSMENT</td>
<td>SCANS</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------</td>
<td>------------</td>
<td>-------</td>
</tr>
<tr>
<td>All textbook chapter assignments and Access 2007 Unit A</td>
<td>Distinguish among hierarchical, network, and relational databases</td>
<td>Exercises, Quizzes, Test, Database Test Projects</td>
<td>C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F13, and F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35.</td>
</tr>
<tr>
<td>All textbook chapter assignments and Access 2007 Unit A</td>
<td>Determine how field names are assigned</td>
<td>Exercises, Quizzes, Test, Database Test Projects</td>
<td>C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F13, and F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35.</td>
</tr>
<tr>
<td>All textbook chapter assignments and Access 2007 Unit A</td>
<td>Learn procedures for assessing fields</td>
<td>Exercises, Quizzes, Test, Database Test Projects</td>
<td>C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F13, and F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35.</td>
</tr>
<tr>
<td>Access 2007 Unit B</td>
<td>Determine procedures for locating records</td>
<td>Exercises, Quizzes, Test, Database Test Projects</td>
<td>C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F13, and F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35.</td>
</tr>
<tr>
<td>LEARNING ACTIVITY</td>
<td>LEARNING OUTCOMES</td>
<td>ASSESSMENT</td>
<td>SCANS</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------</td>
<td>------------</td>
<td>--------</td>
</tr>
<tr>
<td>Access 2007 Unit A</td>
<td>Add records</td>
<td>Exercises, Quizzes, Test, Database Test Projects</td>
<td>C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F13, and F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35.</td>
</tr>
<tr>
<td>Access 2007 Unit A</td>
<td>Change records</td>
<td>Exercises, Quizzes, Test, Database Test Projects</td>
<td>C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F13, and F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35.</td>
</tr>
<tr>
<td>Access 2007 Unit A</td>
<td>Delete records</td>
<td>Exercises, Quizzes, Test, Database Test Projects</td>
<td>C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F13, and F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35.</td>
</tr>
<tr>
<td>Access 2007 Unit B</td>
<td>Sort records alphabetically</td>
<td>Exercises, Quizzes, Test, Database Test Projects</td>
<td>C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F13, and F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35.</td>
</tr>
<tr>
<td>LEARNING ACTIVITY</td>
<td>LEARNING OUTCOMES</td>
<td>ASSESSMENT</td>
<td>SCANS</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Access 2007 Unit B</td>
<td>Sort records numerically</td>
<td>Exercises, Quizzes, Test, Database Test Projects</td>
<td>C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F13, and F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35.</td>
</tr>
<tr>
<td>Access 2007 Unit B</td>
<td>Distinguish between ascending and descending sorts</td>
<td>Exercises, Quizzes, Test, Database Test Projects</td>
<td>C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F13, and F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35.</td>
</tr>
<tr>
<td>Access 2007 Unit A</td>
<td>Identify primary key sorts</td>
<td>Exercises, Quizzes, Test, Database Test Projects</td>
<td>C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F13, and F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35.</td>
</tr>
<tr>
<td>Access 2007 Unit A</td>
<td>Identify secondary key sorts</td>
<td>Exercises, Quizzes, Test, Database Test Projects</td>
<td>C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F13, and F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35.</td>
</tr>
<tr>
<td>LEARNING ACTIVITY</td>
<td>LEARNING OUTCOMES</td>
<td>ASSESSMENT</td>
<td>SCANS</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------------------------------------------</td>
<td>------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Access 2007 Unit D</td>
<td>Distinguish between listings and reports</td>
<td>Exercises, Quizzes, Test, Database Test Projects</td>
<td>C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F13, and F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35.</td>
</tr>
<tr>
<td>Access 2007 Unit A</td>
<td>Develop awareness of file integrity</td>
<td>Exercises, Quizzes, Test, Database Test Projects</td>
<td>C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F13, and F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35.</td>
</tr>
</tbody>
</table>

Project 2 is the common assessment activity for this course. This test is graded on a scale of 0-100 points. Five (5) points will be deducted for every typographical, punctuation, formatting, or production mistake. Ten (10) points are deducted for incorrect answers.

**Learning Outcomes Map to Performance Objectives**

These learning outcomes address the following SCANS competencies and foundation skills: C11, C12, C13, C14, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, and F16. See the list below for an explanation of these items.

In addition to the SCANS listed above, successful completion of this course will also address SCANS C10, C15, F13, and F17. The following Workplace Skills will be addressed: 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35.
PERFORMANCE OBJECTIVES

SCANS Competencies
The Secretary's Commission of Achieving Necessary Skills (SCANS), established in 1990, defined a common core of skills that constitute job readiness. The Office Technology Department at North Lake College is committed to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment.

|-----------------|---------------|------------------------------------------------------------------------------------------------------------------|

SCANS FOUNDATION SKILLS

|------------------|---------------------|------------------------------------------------------------------|

WORKPLACE SKILLS

1. Work ethics.
2. Implement responsibilities of job position including exhibition of dependability, demonstrating high confidentiality, and meeting of organizationally defined expectations.
3. Operate within scope of authority adhering to company rules, regulations, and policies as established including interpretation of employer/employee handbook and procedures.
5. Practice time management and follow work schedule.
6. Assume responsibility for own decisions and actions.
7. Exhibit pride and positive attitude.
8. Display initiative and enthusiasm in undertaking new tasks.
9. Show assertiveness appropriate to the situation.
10. Seek work challenges.
11. Understand and apply ethical principles to decision-making.
12. Understand the importance of providing good customer service (internal and external).
13. Exhibit ability to handle stress.
14. Participate in meetings in a positive and constructive manner.
15. Maintain state-of-the-art skills through participation in in-service or other training.
17. Interpersonal relationships.
18. Respect individual diversity.
19. Respond to praise or criticism.
20. Provide constructive criticism or praise.
21. Channel and control emotional reactions.
22. Resolve conflicts.
23. Display a positive attitude.
25. Employ appropriate skills for gathering and retaining information.
26. Interpret written, graphic, and oral instructions.
27. Identify problems.
28. Clarify individual and company purposes and goals.
29. Identify available solutions and their impact including evaluation of credibility of information, and location of information.
30. Evaluate options.
31. Set priorities.
32. Select/implement options/decisions including prediction of results of proposed action.
33. Organize personal workloads.
34. Participate in brainstorming sessions to generate new ideas and solve problems.


**Course Outline**

See the course schedule at the end of this syllabus.

**Means of Assessment of Course Learning Outcomes**

Your understanding of the course material and your grade will be determined as follows:

**Article**

You will visit a web site on the Internet representing records management organizations. You will describe the information offered from the three websites by writing a one-page report and summarizing your findings. Double-space your report and include a title and a 2-inch top margin.
**Quizzes**
After reading the chapters from your textbook, you will take three quizzes covering the material from these chapters.

**Database**
You will create a database with queries after completing the Units from the Access 2013 textbook.

**Exercises**
You will practice indexing exercises from the handouts located on the website using the indexing rules.

**Filing Test**
At the end of the course you will take a test using the indexing rules of placing names in alphabetic order.

**Project Database Tests**
You will complete two tests from the projects you create by searching for criteria and creating queries to search for your data.

**Projects**
You will complete two projects using the Access features and indexing rules learned. You will create a database with queries and search for criteria.

**Evaluation Procedures**

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Percent of Total Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Board</td>
<td>5%</td>
</tr>
<tr>
<td>3 Quizzes, Database</td>
<td>15%</td>
</tr>
<tr>
<td>Exercises and Filing Test</td>
<td>20%</td>
</tr>
<tr>
<td>Project Database Tests 1 and 2</td>
<td>30%</td>
</tr>
<tr>
<td>2 Projects</td>
<td>30%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Assignments**
Quizzes are 100 points and graded automatically on the computer and each question is 10 pts.
Exercises are worth 100 points.

Filing Test is worth 100 pts. with 10 pts per each named alphabetized incorrectly.

For the Project Database Test and for the Project each question is 10 pts.

**Five (5) points are deducted from assignments turned in late after the first week.**
**Exams and Assignments**

There is a Discussion Board, 3 quizzes, 3 databases, 2 exercises, 1 filing test, 2 project database tests, and 2 projects.

**Discussion Forum Participation Grade**

Participation in the discussion forums is critical for maximizing your learning experiences in all Online courses. In each course, you are required to be a part of an online community of learners who collectively interact, through discussion, to enhance and support the professional performance of each other. Part of the assessment criteria for the course, therefore, includes assessing the quality and quantity of your participation in the discussion forum.

Some characteristics we consider to be part of excellent discussion contributions are outlined below. Your facilitator will consider these characteristics when assessing the quality and level of your participation.

- You should submit your initial post(s) early in the session, and your subsequent responses to the posts of other learners at timely intervals within the duration of the session. Keep in mind the goal is to have a good discussion around the major content of the session.

- Your posts and responses should be thorough and thoughtful. Just posting an "I agree" or "Good ideas" will not be considered adequate. Support your statement with examples, experiences, or references. You are, however, encouraged to be brief — keep each post and response to one or two short paragraphs. Keep in mind that your fellow learners will be reading and responding to you, too.

- Make certain that in all your posts and responses you address the question, problem, or situation as presented for discussion. This does not mean you should not extend the topic, but do not stray from the topic.

- Discussions occur when there is dialogue. So, build upon the posts and responses of other learners to create discussion threads. Make sure you revisit the discussion forum and respond (if necessary) to what other learners have posted to your initial responses.

- When relevant, add to the discussion by including prior knowledge, work experiences, references, Web sites, resources, etc. (giving credit when appropriate).

- Your contributions to the discussions (posts and responses) should be complete and free of grammatical or structural errors.
<table>
<thead>
<tr>
<th>Criteria</th>
<th>0 pts.</th>
<th>1 pt.</th>
<th>2 pts.</th>
<th>3 pts.</th>
<th>4 pts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity and Timeliness</td>
<td>Does not submit at least one post early in the session.</td>
<td>Submits at least one thoughtful post early in the session.</td>
<td>Submits at least one thoughtful post early in the session, and at least one response to other learners</td>
<td>Submits at least two thoughtful posts early in the session, and at least two responses to other learners</td>
<td>Submits at least two or more thoughtful posts early in the session, and at least two responses to other learners during the session.</td>
</tr>
<tr>
<td>Demonstrates knowledge and understanding of content and applicability to professional practice</td>
<td>Post(s) and responses show little evidence of knowledge and understanding of course content and applicability to professional practice.</td>
<td>Post(s) and responses show evidence of knowledge and understanding of course content and applicability to professional practice.</td>
<td>Post(s) and responses show evidence of knowledge and understanding of course content and applicability to professional practice and include other resources that extend the learning of the community.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students will earn the following points per topic:  
4 points = A = 100  
3 points = A = 90  
2 points = C = 80  
1 point = D = 70  
0 points = F = 0

**Grading Scale**

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>A</td>
</tr>
<tr>
<td>80 – 89</td>
<td>B</td>
</tr>
<tr>
<td>70 – 79</td>
<td>C</td>
</tr>
<tr>
<td>60 – 69</td>
<td>D</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
</tr>
</tbody>
</table>

**Discipline/ Course/ Department/Policies**

The last day of class is December 11, 2019. The last day to withdraw from a class is November 27, 2019. All coursework is due on or before December 11 at midnight. Work turned in after December 11 will receive a grade of zero (0).

Points are deducted for late assignments.
INSTITUTIONAL POLICIES
Institutional Policies relating to this course can be accessed from the following link:
www.northlakecollege.edu/syllabipolicies

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

ADDITIONAL CAMPUS RESOURCES

SERVICE LEARNING
What is Service Learning? Service Learning (SL) is a program in which you will learn and develop through thoughtfully organized service experiences by participating in meeting real community needs. The program combines academic instruction along with active community service that utilizes both critical and reflective thinking skills that assist you in examining your civic responsibilities in the world in which you live. See your eCampus classroom for enrollment instructions. For questions or concerns, contact the Service Learning Coordinator, Katherine Villarreal, at kvillarreal@dcccd.edu or nicsl@dcccd.edu.

COUNSELING SERVICES (A311)
Counseling services for personal issues are provided to all students currently enrolled at North Lake College at NO CHARGE. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters). With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A311. For additional information, go to:
http://northlakecollege.edu/services-and-resources/health-and-wellness/counseling-services/Pages/default.aspx.

THE ACADEMIC SKILLS CENTER (ASC)
The ASC is designed to provide the following assistance to students:

- An ESOL lab with computer access.
- Free tutoring for students enrolled in Foreign Language courses.
- The iRead Lab offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.
- The Writing Center to help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.
- The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus.
  - After logging on to eCampus, click on the Community Tab at the top.
  - Type “Owl” in the search field and click “Go.”
  - Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.”
  - Once enrolled, students can receive services from the OWL.
- The Blazer Internet Lounge with 12 computers, additional open seating, and Wi-Fi Internet access.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.
Specific Learning Activities—Course Schedule

POFT 1319—RECORDS AND INFORMATION MANAGEMENT

The last day of class is December 11.

The last day to withdraw from class is November 27. Please see your instructor before withdrawing.

WEEK 1—October 22 – 25

First Posting You do not Need a Book for this Assignment.

Introduce yourself in the Discussion Board first. Items you can tell me such as your name, why you took the class, is it required, do you work full-time or part-time, etc.

You can post by clicking at the topic first and then click at “Create Thread” and then you can type your information in the box and “Submit”.

Second Posting

Complete the following Discussion Board and Post two short paragraph about your findings on the ecampus website.

Visit the following Web sites on the Internet representing records management organizations. Describe the information offered from the three websites by writing a short paragraph on each website. Rate each site based on depth of information, and is it easy to use.

www.nara.gov (NARA) National Archives and Records Administration
www.icrm.org (ICRM) Institute of Certified Records Managers
www arma.org (ARMA) Association of Records Managers and Administrators

Also visit the following job boards on the Internet and search for a job that requires record management skills. Some of these jobs are under administrative or clerical category. Which job interests you and what are the requirements, skills, salary, etc. Include this in your Discussion Board.

www.monster.com
www.flipdog.com

Post your findings to the Discussion Board. You can post by clicking at the topic first and then click at “Create Thread” and then you can type your information in the box and “Submit”.

___________________________________________________________________________________________
You will need your book for this next section.

From your Records Management textbook:

Read Chapter 1, pps. 1-10
Read Chapter 2, pps.19-31

Take the Quiz for Chapters 1 and 2.

Week 2—October 28 – November 1

Read Chapter 3, pps. 41-51
Read Chapter 4 pps. 61-81

Take the Quiz for Chapters 3 and 4.

Read Chapter 9, pps. 185-199.
Read Chapter 10, pps. 207-223.

Take the Quiz for Chapters 9 and 10.

Week 3—November 4 -- 8

You will begin using the Access 2016 textbook for this next section.

You will use the R2G-1 database file for this Unit. You can find the file in the ecampus website.

Complete Access, Module 1, pages Access2 – Access17.

The Skills Review Practices are optional for extra practice.
Complete Access, Module 2, pages Access28 – Access43. Use **R2G-2** database file for this Unit.
**The skills review is optional for extra practice.**

Complete Access, Module 3, Access56 – Access69. Use **R2G-3** database file for this Unit.
**The skills review practice is optional.**

**Week 4—November 11 -- 15**

Complete Access, Module 4, pages Access80 – Access95. Use **R2G-4** database file for this Unit.
**The skills review practice is optional.**

**Study your filing rules from Ch. 6 and Indexing Rules located in the ecampus website before starting the Database Assignment.**

Complete the Database Exercise Assignment from your instructor. The Database assignment is located under the Assignments folder. It is the same as the two exercises listed below. **Send your database to your instructor by attaching the database to your email account.**

Complete the Exercises 1 located under Assignments folder labeled Exercises 1.

Complete the Exercises 2 located under Assignments folder labeled Exercises 2.

**Week 5—November 18 – 22**

Complete Project 1 located under Assignments folder labeled "Projects". Follow the instructions given to you in Project 1.

Take Unit 1 Test. **Send your database to your instructor by attaching the database to your email account.**
**Week 6— November 25 – 27**

Complete Project 2 located under the Assignments folder labeled "Projects". Follow the instructions given to you in Project 2.

Take Unit 2 Test. **Send your database to your instructor by attaching the database to your email account.**

**Week 7— December 2 – 6**

Study the Indexing Rules located on the website and also in Ch. 6 of your book.

Complete FILING TEST. Send to your instructor as attachment to email.

**Week 8— December 9- 12**

**Tuesday, December 11, IS THE LAST DAY TO SUBMIT ANY WORK, INCLUDING ALL WRITTEN TESTS.**

ALL ASSIGNMENTS MUST BE COMPLETED AND TURNED IN BY December 11 at midnight.
### APPENDIX A

**STUDENT’S NAME:** ___________________________

**Section:** ___________________________

**Fall, Spring, Summer I, Summer II:** ________________

**POFT 1319—RECORDS AND INFORMATION MANAGEMENT**

**PROGRESS RECORD**

<table>
<thead>
<tr>
<th>Quizzes, Article, Database</th>
<th>Score</th>
<th>Average</th>
<th>Exercises &amp; Filing Test</th>
<th>Score</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Database Exercise 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quiz 1</td>
<td></td>
<td></td>
<td>Database Exercise 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quiz 2</td>
<td></td>
<td></td>
<td>Filing Test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quiz 3</td>
<td></td>
<td></td>
<td>Average 20%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Average 15%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Tests</th>
<th>Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 Test</td>
<td>Project 1</td>
</tr>
<tr>
<td>Unit 2 Test</td>
<td>Project 2</td>
</tr>
<tr>
<td>Average 30%</td>
<td>Average 30%</td>
</tr>
<tr>
<td>Discussion Board 5%</td>
<td>Course Average</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Final Average</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>