Term: Summer 2019 (5-Week Course: Session 1)  
Course: POFT-1319-45450  
Class Location: Internet/Online

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Stephen Thomas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>972-860-7221</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:stephenthomas@dcccd.edu">stephenthomas@dcccd.edu</a></td>
</tr>
<tr>
<td>Office &amp; Office Hours</td>
<td>Online</td>
</tr>
</tbody>
</table>

Career Technologies Division: T-Building: Room 143 | 972-860-7143

Course Drop Date: June 25, 2019

Disclaimer: The instructor reserves the right to amend this syllabus as necessary.


Course Information

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Records and Information Management</th>
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</thead>
<tbody>
<tr>
<td>Course Description</td>
<td>Introduction to basic records information management filing systems including manual and electronic filing.</td>
</tr>
<tr>
<td>Credit Hours</td>
<td>3 Credit Hours (2 Lecture/2 Lab)</td>
</tr>
<tr>
<td>Meeting Time</td>
<td>Online</td>
</tr>
<tr>
<td>Course Prerequisites</td>
<td>None</td>
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</tbody>
</table>

Course Objectives:
The student will be exposed to information in the following areas:

- Identify records management terminology
- Code records for electronic and manual filing
- Store electronic and manual records
- Retrieve electronic and manual records
- Identify the criteria for records retention and disposal
- Distinguish among the types of storage media
- Proofread electronic input
- Print reports and labels according to sort criteria.
- Review procedures for handling classified or confidential records
- Update records.

End-of-Course Outcomes:

- Use terminology basic to filing functions within a records management program.
Demonstrate application of alphabetic, numeric, subject, and geographic filing rules by indexing, coding, sorting, cross-referencing, and storing representative examples of business documents.

Demonstrate processing of file requests, retrieval, charge out, and follow-up techniques by completing exercises using representative examples of business documents.

Demonstrate using a database program to add, delete, manipulate, and edit records.

**SCANS Competencies** (Secretary's Commission on Achieving Necessary Skills)

- Demonstrating Basic Skills – Writing; Speaking; Listening.
- Working with Information – Acquire/evaluate data; Organize/maintain information
- Applying Systems Knowledge – Understands systems; Monitor/correct system performance
- Using Technology – Select equipment and tools; Maintain/troubleshoot technologies.
- Demonstrating Thinking Skills – Decision making.
- Exhibiting Personal Qualities – Sociability; Integrity; Self-esteem.

**Course Competencies:**

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- Empirical and Quantitative Skills - To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- Teamwork - To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making.
- Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

**Course Outline**

This course is divided into 3 Units with 14 chapters as follows:

**UNIT 1: RECORDS AND INFORMATION MANAGEMENT**

- Chapter 1: Records and Information Management
- Chapter 2: The RIM Environment
- Chapter 3: Alphabet Indexing Rules 1-4
- Chapter 4: Alphabet Indexing Rules 5-8
- Chapter 5: Alphabet Indexing Rules 9 and 10
- Chapter 6: Alphabetic Records Management, Equipment, and Procedures
- Chapter 7: Storing, Retrieving, and Transferring Records
- Chapter 8: Subject Records Management
- Chapter 9: Numeric Records Management
- Chapter 10: Geographic Records Management

**UNIT 2: ELECTRONIC RECORDS MANAGEMENT**

- Chapter 11: Electronic Records File Management
- Chapter 12: Electronic Media and Image Records
- Chapter 13: Electronic Records Tools and Processes

**UNIT 6: RIM Program Administration**

- Chapter 14: Managing a RIM Program

**Required or Recommended Materials**

Records Management, 10th ed. by Judy Read/Mary Lea Ginn, Cengage
Cengage Mindtap Online Access Code Required

Best deal is to purchase Cengage Unlimited pass for $119.99 (semester) or $179.99 (full year) which gets student total access to all courses that use Cengage publishing (this applies to all POFI and POFT courses at Eastfield). If you are taking more than 1 class, or definitely more than 1 semester, this is a great price. It includes full online access, and a rental book can be mailed to you for $7.99. In addition, 12-month free access for up to six ebooks after semester or yearly subscription ends.


Evaluation Procedures

Students have the opportunity to earn 1000 points in this class. Final grades will be based on Discussion Boards, Chapter Mastery Assessments, Writing Workshops, and Capstone Project. As a general rule, all assignments, projects, and tests are graded within 24 hours of submission, while Discussion Boards are graded by Tuesday after they close. Grades will be determined based on the following scale:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Weight</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Board</td>
<td>7.5%</td>
<td>75 points</td>
</tr>
<tr>
<td>Review and Discuss</td>
<td>21%</td>
<td>210 points</td>
</tr>
<tr>
<td>Chapter Quizzes</td>
<td>21%</td>
<td>210 points</td>
</tr>
<tr>
<td>Application Exercises</td>
<td>16%</td>
<td>160 points</td>
</tr>
<tr>
<td>SAM Access Projects</td>
<td>15%</td>
<td>150 points</td>
</tr>
<tr>
<td>Digital Filing Simulation</td>
<td>19.5%</td>
<td>195 points</td>
</tr>
</tbody>
</table>

| A = 900–1000                    | B = 800–899 | C = 700–799 | F = below 700 |
| Total                           |            |            |              |
|                                 |            |            | 1000 points   |

Grading Scale

A = 90-100  B = 80-89  C = 70-79  F = 0-69

Exams and Assignments

Week 1: June 6 – 9 = 4-Days (90 points)

- **Chapters**: 1, 2 and Microsoft Access Tutorials (highly recommended)
- **Practice Exercises**: Study Guide (1, 2)
  - Terms Practice
  - True False Quiz
  - Activity practice
  - Microsoft Access Tutorials
- **Graded Tasks**: Discussion Board (Response by Wednesday, replies by Sunday)
  - Review and Discuss (1, 2)
## Week 2: June 10 - 16 (245 points)

<table>
<thead>
<tr>
<th>Chapters</th>
<th>3, 4, 5, 6</th>
</tr>
</thead>
</table>
| **Practice Exercises** | Study Guide (3, 4, 5)  
Terms Practice (3 only)  
True False Quiz  
Activity practice  
Rules 1-4 Practice (3)  
Rules 5-8 Practice (4)  
Rules 9 and 10 Practice (5)  
Application 5-1 (5)  
Application 3-1 (3)  
Application 4-1 and 4-3 (4) |
| **Graded Tasks** | Discussion Board (None this week)  
Review and Discuss (3, 4, 5)  
Web Quiz (3, 4, 5)  
Application Exercise (3-2)  
Application Exercise (4-2)  
Application Exercises (5-2, 5-3, 5-4)  
SAM Access Project Chapter 3 Project 1a  
SAM Access Project Chapter 4 Project 1a  
SAM Access Project Chapter 5 Project 1a  
Digital Filing Simulation: Jobs 1, 2, 3, 4 |

## Week 3: June 17 - 23 (275 points)

<table>
<thead>
<tr>
<th>Chapters</th>
<th>6, 7, 8</th>
</tr>
</thead>
</table>
| **Practice Exercises** | Study Guide (6, 7, 8)  
Terms Practice  
True False Quiz  
Activity practice |
| **Graded Tasks** | Discussion Board (Response by Wednesday, replies by Sunday)  
Review and Discuss (6, 7, 8)  
Web Quiz (6, 7, 8)  
Application Exercises (6-1)  
Application Exercises (7-3)  
Application Exercises (8-3)  
SAM Access Project Chapter 6 Project 1a  
SAM Access Project Chapter 7 Project 1a  
SAM Access Project Chapter 8 Project 1a  
Digital Filing Simulation: Jobs 5, 6, 7, 8, 9, 10 |

## Week 4: June 24 - 30 (255 points)

<table>
<thead>
<tr>
<th>Chapters</th>
<th>9, 10, 11, 12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Practice Exercises</strong></td>
<td>Study Guide (9, 10, 11, 12)</td>
</tr>
</tbody>
</table>
Week 5: July 1 – 3 = 3-Days (135 points) *(note all work due by Wednesday, July 3)*

**Chapters**
13, 14

**Practice Exercises**
Study Guide (13, 14)
- Terms Practice
- True False Quiz
- Activity practice

**Graded Tasks**
Discussion Board (Response by Wednesday, no replies)
Review and Discuss (13, 14)
Web Quiz (13, 14)
Application Exercises (13-1, 13-2)
Application Exercise (14-1)
SAM Access Project Chapter 13 Project 1a
SAM Access Project Chapter 14 Project 1a

**Discussion Boards**
The student is required to complete various discussion boards. It is expected that each student create an initial post (100+ words) and respond to a minimum of 3 other student posts (50+ words) each week. Timeliness of initial post in addition to quality is considered when assigning weekly grade.

**Practice Exercises**
The practice exercises are exercises to assist in applying the knowledge learned in the chapter in a hands-on format. These exercises are not turned in or graded, but assist in preparing for the assignments and skills tests, as the skills build upon one another. It is strongly recommended that students take the true false and multiple choice quizzes (not graded) prior to taking the graded web quiz to assess their knowledge of the chapter. Additional skills practice is available if needed, just ask. Laboratory time is the time to be conducting skills practice in addition to completing assignments and other work as needed.

**Review and Discuss and Application Exercises**
Review and Discuss and Application Exercises along with all other tasks due will be posted at the top of each module, and are available for viewing anytime. All tasks are due by Sunday at 11:59pm unless otherwise stated.

**Web Quizzes**
The Web Quizzes serve as the chapter assessments and are the only exams given in this
class. Web quizzes along with all other tasks due will be posted at the top of each module, and are available for viewing anytime. All tasks are due by Sunday at 11:59pm unless otherwise stated.

**SAM Access Projects and Digital Filing Simulation Assignments**
SAM Access Projects and Digital Filing Simulation Assignments are hands-on, real-world type simulation projects applying the knowledge learned from the chapters. These graded tasks along with all other tasks due will be posted at the top of each module, and are available for viewing anytime. All tasks are due by Sunday at 11:59pm unless otherwise stated.

**Microsoft Access Tutorials**
This class has several assignments due using the Microsoft Access program. Although the Microsoft Access class is not a prerequisite to taking this class, some knowledge of Microsoft Access is necessary. A five-lesson module on Microsoft Access 2013 or 2010 is available for students needing to learn basic Access skills or as a refresher. It is highly recommended these lessons be completed the first week, as Access assignments begin during the second week of the class.

**Late Work**
Late work is not permitted, unless pre-arranged. Almost all assignments, quizzes, tests, and discussion boards are online, so these are all due whether absence is excused or unexcused.

| Attendance Policy |
|-------------------|--------------------------------------------------|
| Face to Face Classes: To be successful, students must attend and participate in all courses in which they are enrolled courses, including lab hours. Students are permitted no more than two (2) absences 8-week class or four (4) absences per 16-week class in order to receive points for Class Participation. If extenuating circumstances are involved, please contact the professor before the infraction. All absences must be communicated to the professor prior to the class period for it to be considered as an excused absence.

Hybrid classes, attendance is crucial during face to face sessions. One or two absences are permitted, depending on the number of face-to-face sessions.

Online classes, attendance is tracked by completion of assignments, and log-in appearances in eCampus.

The instructor reserves the right to amend this syllabus at any time as necessary to meet the educational objectives of the course.