

Syllabus: Records and Information Management I

Course Number: POFT 1319 N1

SCH: 3

Prerequisite: None

Semester & Year: Spring 2018

Instructor Information

Name: Lisa Bowen

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Office Hours: Lisa Bowen—5:00 to 5:30 p.m., M, T, W, Room 120

Tutoring Time: 5:00 to 5:30 p.m., M, T, W, Akin Building #120

Textbook Information

Records Management, 10TH Ed., Read and Ginn, Cengage Learning, 2016.

ISBN: 978-1-305-11916-1

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 records retention and transfer, control of requisitions and charge-outs, and selection of supplies and equipment. Students are introduced to using a computer database to apply records management principles. Electronic records, image records, and establishing a records and information management program are also discussed.

Student Learning Outcomes for the Course

Upon completion of the course, students will be able to:

- 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.

Teaching Methods:

- **Lectures:** It is the student’s responsibility to read the assigned textbook chapter before attending class. Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
- **Assignments:** End of chapter activities and exercises may be assigned to reinforce material in the text.
- **Tests:** A midterm and final exam will be given. These tests measure knowledge of theory as well as ability to carry out the tasks learned in each lesson.

Student Requirements for Completion of the Course (See Page 6)

For the student’s convenience and ease of access, a listing of all test and assignment names has been placed on the last pages of this syllabus. A space for the grade for each of these tasks is also provided in order for the student to be able to discern his class average at any time.

All homework submitted for grading needs to be organized and well labeled. Please plan ahead and allow for unavoidable problems—computer downtime, disk problems, or printer problems. Late assignments will not be accepted without prior arrangements and will be reduced by 20% for each week late. Weekly assignments are based on the knowledge gained in previous chapters. Be sure to stay current on the reading.

If you have difficulty meeting a homework deadline, please discuss the problem with your instructor.

Student Assessment & Grading Scale

Percentage	From	Final Grade	Average
80%	Chapter Assignments/Test	A	90 - 100
		B	80 - 89
10%	Midterm Exam	C	70 - 79
		D	60 - 69
10%	Final Exam	F	59 - Below

Class Schedule

See Office Careers Calendar from your instructor for specific assignment due dates.

ABSENTEE POLICY

Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student’s responsibility to check the syllabus for each instructor’s tardy policy.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student’s absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student may receive a grade of “F” in the class. The instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.

Withdrawal from a course(s) **may** affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

EXCUSED ABSENCES

A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor’s syllabus.

MAXIMUM ALLOWABLE ABSENCES

After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

Workforce Classes Office Careers

Day Classes	Evening Classes
Class meets: 5 days a week (MTWRF)	Class Meets: 4 evenings a week (MTWR)

<p>The instructor may withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an “F” in the program for that semester.</p> <p>Three tardies count as one absence.</p> <p>You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.</p>	<p>The instructor may withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an “F” in the program for that semester.</p> <p>Three tardies count as one absence.</p> <p>You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.</p>
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Make-up Policy

The student is responsible for work missed because of illness, school business, religious holidays, military service or other circumstances. **All incomplete work must be made up within two class days of the date of absence.** No incomplete grades will be given for failure to attend and participate. If you must quit, you should initiate an official withdrawal in the Admissions Office prior to the last date to drop courses: **See TC Website.**

Academic Integrity Statement

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”.

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

Cheating will not be tolerated. The instructor will drop any student involved in cheating from the course with a grade of “F.” All assignments must represent the student’s own work. A student may discuss assignments with other students to gain a better understanding of the problem. However, copying projects or assignments, in whole or in part, from ANY source, without explicit instructor direction, is considered plagiarism and will result in a failing grade for the course and possible college disciplinary action.

Students are required to originate, complete, and maintain their assignment documents in the network folders assigned to them using Texarkana College computer equipment. It is expected that students will conduct themselves with integrity. If you cheat or **assist others** in cheating, you violate a trust.

Cheating includes but is not limited to the following:

- copying files or lending your storage device to another student
- copying answers on exams or glancing at nearby exams
- printing work for someone else
- turning in assignments that have been used in other classes
- purchasing or selling assignments or exam materials
- using another student's username and password or letting someone else use your login.

Classroom Rules of Conduct

You are to be respectful of your instructor and fellow classmates at all times. As a courtesy, please do not talk, type, or print while the instructor is talking to the class or when a student is asking a question which pertains to the class.

- You are to refrain from “surfing” the Web or accessing any social network sites during class, unless directed by your instructor.
- You are to turn off cell phones, pagers, and any type of audio players.
- You are to remove headphones or ear buds.

- You are encouraged to work together to solve problems; however, you must complete your own work. **Cheating will result in an F for all involved** in the act even if the person is in another class or previous semester.

Additional Classroom Policies

Students are not allowed to bring food or drinks into the classroom, lab, or the Testing Center. The cost of damage to computer equipment, carpet, and furniture can be significant due to a minor mishap. Students are not allowed to bring a cellular phone, pager, or other wireless communication device for use in a classroom, lab, or the Testing Center without prior written approval from the Dean of Enrollment Management.

The viewing of pornography is prohibited and will result in being dropped from class with the grade of "F", and the Dean of Enrollment Management will take disciplinary action. The use of student e-mail for obscene or pornographic purposes is prohibited. Any form of harassment will result in dismissal from class with the grade of "F", and the Dean of Enrollment Management will take disciplinary action. The Computer Lab is under camera surveillance.

Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3349, or go by the Recruitment,

Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

Financial Aid:

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

Student EMAIL:

EMAIL: Texarkana College uses a Texarkana College created and maintained email account for every student. This email account is used for official correspondence, communication to and from faculty and staff, and may be the only email recognized by faculty, staff, and administrators. Student emails are firstinitial.lastname and last four digits of ID#. Example: John Student whose ID# is 45678 has the email address of j.student5678@texarkanacollege.edu.

**POFT 1319 RECORDS AND INFORMATION MANAGEMENT I
COURSE GUIDE**

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<u>Chapter Assignment</u>	<u>Grades</u>
	Ch. Test/ Assignments
Chapter 1: Records and Information Management	
Chapter 2: The RIM Environment	
Chapter 3: Alphabetic Indexing Rules 1-4	
Chapter 4: Alphabetic Indexing Rules 5-8	
Chapter 5: Alphabetic Indexing Rules 9-10	
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	
Chapter 11: Electric Records File Management	
Chapter 12: Electronic Media and Image Records	
Chapter 13: Electronic Records Management Tools and Process	
Chapter 14: Managing a RIM Program	
Midterm Exam	
Final Exam	

Chapter Assignments/Tests _____ x 80% = _____

Midterm _____ x 10 % = _____

Final _____ x 10%= _____

FINAL GRADE _____

Student Name: _____