POFI 1419 RECORDS AND INFORMATION MANAGEMENT I (FALL 2010)

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<th>Course Description</th>
<th>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.</th>
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| Textbooks          | RECORDS MANAGEMENT, 9e  
|                    | Read & Ginn  
|                    | South-Western Cengage Learning  
|                    | RECORDS MANAGEMENT SIMULATION (PRACTICE SET), 9e  
|                    | Read & Ginn  
|                    | South-Western Cengage Learning |
| Learning Outcomes  | 1. The student will identify the stages in the life cycle of a record.  
|                    | 2. The student will file and retrieve records using alphabetic, numeric, geographic, and subject filing systems.  
|                    | 3. The student will input, index, code, and cross-reference records.  
|                    | 4. The student will use tickler file, requisition, and charge-out procedures.  
|                    | 5. The student will be able to differentiate between manual and electronic filing. |
| Semester Hours     | 4 |
| Instructor Information | Christine Moreno  
|                    | Office: E130  
|                    | Phone: 354-2510  
|                    | E-mail: morenoc@coastalbend.edu  

CLASS POLICIES:

1. **ELECTRONIC DEVICES:** As detailed in the student handbook, electronic devices (cell phones, MP3 players, etc.) are not permitted in the classroom. Students may not text message or keep phones on desk during class time.

2. **ATTENDANCE:** Please note that regular class attendance and punctuality are expected for success in this course. Students are reported for excessive absences over three and may be dropped from the class without recourse. **However, dropping a class to receive a “W” grade is the student’s responsibility, not the instructors.** Please consider how being dropped from a class may affect your eligibility for financial aid. **If absent, you are responsible for all work missed and completing your assignments at the earliest possible dates.** If you know that you are going to be absent from class, please notify the instructor ahead of time (via phone or e-mail).
3. **PROFESSIONAL BEHAVIOR:** All students are considered to be mature individuals by the instructor. Students are expected to demonstrate professional behavior by being respectful of others in the course, attending all classes and actively participating in this learning opportunity.

**ACADEMIC INTEGRITY:** The following is CBC’s policy and is quoted directly from the Student Handbook:

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited on college property and facilities and during college-sponsored activities.

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable according to board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

**SUPPLIES:** flash drive, pencils, pens, scan-trons, other supplies as needed

**ASSIGNMENTS:**
- All assignments must be completed by the due date. Assignments are due at the beginning of the next class session unless otherwise instructed. They may be self-graded during class.
- Any assignments not submitted by the due date will receive a 0 (zero) grade. **ABSOLUTELY NO LATE WORK WILL BE ACCEPTED UNLESS THE EXCUSE IS ONE ACCEPTED BY THE DEPARTMENT DIVISION CHAIR.**

**TESTS:**
- No make-up tests are given.
- If you miss a test, you will receive a zero for the test until the final exam. At that time, your final exam grade will replace the zero for the missed test. This procedure may only be utilized one time – the next test missed will be recorded as a zero.
- There will be no make-up test given for the final exam.

**EVALUATION:**
- Daily Assignments/Computer Applications 30%
- Tests/Final Exam 40%
- Practice Set (Records Management Simulation 9e) 30%

**FYI:**
1. Please inform the Counseling Center if you have a disability and need accommodations for this class
2. Please consult the instructor if you need a tutor