COLLIN COLLEGE

COURSE SYLLABUS

Course Information

Course Number: POFT 1319

Course Title: Records and Information Management I

Course Description: Introduction to basic records information management systems including manual and electronic filing.

Course Credit Hours: 3
Lecture Hours: 2
Lab Hours: 2

~~**Prerequisite:** POFT 1127 or POFT 1329 or POFT 2301 or consent of Department Faculty Contact~~

Student Learning Outcomes: Upon successful completion of this course, students should be able to do the following:

1. Identify the stages in the life cycle of a record. (SCANS: F1, F7, F8, C1, C11)
2. File and retrieve records using filing systems. (SCANS: F1, F7, F8, C1, C11, C12, C13, C14)
3. Differentiate between manual and electronic filing. (SCANS: F1, F2, F3, F8, F10, F11, F12, F13, F15, F16, C1, C11, C12, C13, C14)

Secretary's Commission on the Acquisition of Necessary Skills (SCANS) - SCANS skills are a group of foundational skills and workplace competencies that the Secretary's Commission on the Acquisition of Necessary Skills established as vitally important for workplace success in the 21st century. In Collin's workforce programs, the SCANS skills are developed and reinforced throughout the curriculum to provide students with an opportunity to hone these skills/competencies in the context of their education. Over the course of an entire degree program, the successful student is expected to demonstrate all of the SCANS skills and competencies as part of their education. The SCANS Foundation Skills and Workplace Competencies are described at: http://www.collin.edu/academics/programs/Workforce_SCANS_Skills_Syllabi_Code_Key.pdf

Withdrawal Policy: See the current *Collin Registration Guide* for last day to withdraw.

Collin College Academic Policies: See the current *Collin Student Handbook.*

Americans with Disabilities Act Statement: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.