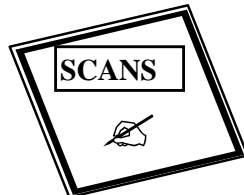




**HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT
HOUSTON, TEXAS**

**RECORDS AND INFORMATION MANAGEMENT III
POFT 2359**



**SCANS COMPETENCIES INCORPORATED
STUDENT LEARNING OUTCOMES (CO)**

Course Syllabus

Records and Information Management III

POFT 2359



SEMESTER:

<i>Instructor:</i>	<i>CRN:</i>
<i>Phone:</i>	<i>Time:</i>
<i>Office Hours: By Appointment</i>	<i>Campus:</i>

FINAL EXAM:

LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS:

TEXTBOOKS:

Microsoft Access 2003 - Basic – Illustrated Edition - Author: Lisa Friedrichsen. Published by: International Thomson, 2003. ISBN# 0-619-05793-9.

Microsoft Access 2003 – Intermediate – Illustrated Edition – Author: Lisa Friedrichsen. Published by: International Thomson, 2003. ISBN# 0-619-05794-7.

Microsoft Access 2003 - Basic – Author: Lisa Friedrichsen. Published by: International Thomson, 2003. ISBN# 0-619-05795-5.

RELATED MATERIALS:

1. Eliason, Alan L. 1990. Systems Development. Analysis, Design, and Implementation. 2d ed. Glenview, IL: Scot Foresman/Little Brown Higher Education.
2. Walton, Mary. 1986. The Deming Management Method. New York: The Putman Publishing Company.
3. Boillot, Michael H., et al. 1985. Essentials of Flowcharting. 4th ed. Dubuque, IA: WM. C. Brown Company.
4. Gane, Chris. 1987. Rapid System Development. New York: Rapid System Development, Inc.
5. Date, C. J. 1990. An Introduction to Database Systems. Vol 1, 5 th ed. Reading, MA: Addison-Wesley Publishing Company.
6. Davies, Ian A. 1987. An End-User’s Guide to FOCUS. Englewood Cliffs, NJ: Prentice-Hall.
7. Flatten, Per O., et al. 1989. Foundations of Business Systems. Chicago: The Dryden Press.

8. Roetzheim, William H. 1988. Structured Computer Project Management. Englewood Cliffs, NJ: Prentice-Hall.
9. Beizer, Boris. 1984. Software System Testing and Quality Assurance. New York: Van Nostrand Reinhold Company.

Suggestions for Supplementing Textbook and Related Instructional Materials:

Lectures
Discussions
Guest Speakers
Case Problems
*Projects (See Teacher's Manual)

COURSE DESCRIPTION:

Study of advanced records and information management systems and applications. Includes software and systems evaluation, integration of records and information management technologies and advanced case studies.

A general introduction to systems analysis of present manual systems via procedure writing, work studies, flow charting, information gathering, and interviewing. Will cover how to make the transition from a manual system to an automated system. Prerequisites: CSCI 1310 and POFT 1319. 3 credits (3 lecture)

STATEMENT OF PURPOSE

This course is designed to introduce students to the concept of Systems Analysis. Emphasis will be placed on the procedures to follow in making a transition from a manual system to an automated system in records management. Students will have actual experience in manual information records systems analysis.

STUDENT LEARNING OUTCOMES (CO)

1. Students will explain the purpose of system analysis and what happens during an analysis.
2. Students will identify a problem, define a set of objectives, and estimate the problem's scope.
3. Students will write a problem statement.
4. Students will modify a level-1 data flow diagram to incorporate new data stores and data flows.

HCCS POLICIES

Students are responsible for adhering to and following College policies. The Student Handbook is an excellent source of information for the student concerning these policies. The link for the student handbook is located at <http://www.hccs.edu/students/handbook/HandbookHome2.html> Students should familiarize themselves concerning class attendance, withdrawals, scholastic dishonesty, and college services.

STUDENT INFORMATION

A student handbook is available on the College website: <http://www.hccs.edu>. Look under the student subheading to get detailed information concerning students attending Houston Community College System (HCCS). Data such as withdrawal policies, refund policies, incomplete, late assignments, make-ups, extra credit, grading system, attendance requirements, and other details are included in the student handbook..

ADA POLICY STATEMENT

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at their respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office."

For questions, contact Dr. Becky Hauri at 713-718-7909. Also, visit the ADA web site at: <http://www.hccs.edu/students/disability/index.htm>

CLASS ATTENDANCE

Students are expected to attend all classes in which they are enrolled regularly. Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with the instructor regarding an absence from a class. Class attendance is checked regularly by the instructor. A student may miss 12.5% of total class hours. ***Reports of excessive absence will be sent to the Veterans Administration. Social Security Office, and other agencies responsible for aid to the student when appropriate.***

DROP OR WITHDRAWAL POLICIES

A student may drop a course or withdraw from the college by following the procedure outlined by the Campus Director. Should circumstances prevent a student from appearing in person to withdraw, withdrawal may be completed by writing to the Registrar's Office. A drop or withdrawal request will not be accepted by telephone. A student who ceases to attend a class without officially dropping or withdrawing, will be given a grade of "F" for non-attendance. A semester-hour student who fails to attend classes by the twelfth class day of a regular term will be administratively withdrawn from the class roll. Students who officially withdraw from a course during the first twelve days of a regular term will not receive a grade and the course will not appear in their permanent records. Students withdrawing from a course after this period and prior to the deadline designated in the college calendar will receive a "W". A student may not withdraw from a course during the last two weeks prior to the final examination period.

ACADEMIC DISHONESTY

Academic dishonesty can result in a grade of **F** or **0** for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Student Handbook for further information regarding Academic Dishonesty.

LATE ASSIGNMENTS and MAKE-UP TEST POLICY

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Late assignments and make-up assignments will only be accepted at the discretion of the instructor. All assignments for each level are due at the end of the level assignments.

REPEATER POLICY

Students who take a course for the third time or more will face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your professor/counselor as early as possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

DEGREE PLAN

Students are encouraged to file a degree plan with a Counselor or the Business Technology Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan information or contact the Business Technology Department at 713-718-7808 for information about filing a degree plan.

GRADING

The standard Houston Community College grading system will be used to evaluate your performance in this course.

Grade	Score
A-Excellent	90-100
B-Good	80-89
C-Fair	70-79
D-Passing	60-69
F-Failure	0-59

EVALUATION

Based on tests, ability to analyze and design a system, projects, case problems, and readings. Final grade will be based on the following percentages:

Test #1	20%
Test #2	20%
Projects	35%
Final Exam	25%

Job Connections Online Placement Services: <http://jobs.hccs.edu/>

Students and Alumni of the Houston Community College System can post resumes and search jobs online. Registration is free.

SCHEDULE OF ACTIVITIES
RECORDS AND INFORMATION MANAGEMENT III
POFT 2359

* WEEK	ASSIGNMENT
1	Chapter 1
2	Chapter 2 Chapter 3
3	Chapter 4
4	Chapter 5 Chapter 6
5	Chapter 6 (continue) Chapter 7
6	Chapter 8 Chapter 9
7	Chapter 9 (continued) Chapter 10
8	Chapter 11 Access Basic - Test Chapter 12

9	Chapter 13
10	Chapter 14
	Chapter 15
11	Chapter 16
	Chapter 17
12	Chapter 17 (continue)
	Chapter 18
	Access Intermediate - Test
13	Chapter 19
	Chapter 20
14	Chapter 20 (continued)
	Chapter 21
15	Chapter 22
	Chapter 23
	Advanced Access Test

*** Tests and projects may be assigned at instructor's discretion.**

FINAL EXAM



**HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT**

Student Questionnaire

Name:	Last Name	First Name	MI	Social Security #
Address:	Street	Apt. #	Home Telephone	
City	State	Zip Code	Cell Telephone #	
E-mail address:				

Educational Plan

Have you determined your major? _____ Yes No _____

Have you filed a degree plan? _____ Yes No _____ (If no, please see your instructor or Business Technology Department Chair.)

Graduation Target Date: _____

(Must apply for graduation via the counselor's office in order to receive your certificate or degree)

Employment History

Are you currently employed? _____ Yes No _____

Is your employment _____ Part-time? or _____ Full-time?

If you are employed, please complete the following:

Employer _____

Address _____

City _____ St _____ Zip _____ Phone# _____

Comments:

If you have any questions, please call 713-718-7808, or Fax 713-718-6774 between 8:00 a.m. – 5:00 p.m.

HCC seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age, or disability.

Willie T. Caldwell, Department Chair
10141 Cash Road, N-109 , Stafford Texas 77477



Student Success
Organizational Stewardship
Business Technology Department

STUDENT ADVISEMENT CHECKSHEET

When teaching Business Technology courses, it is a **requirement** for the professor to inventory and complete the below list of advisement items from each student.

Have you been informed about **degree plans** (contractual agreement)?

Yes No

Have you been made aware of the importance of completing an application for **graduation** in order to receive your certificate or degree? Yes No

Have you been given **job placement** information including:

- Job Placement Contact Person with
 - E-mail address
 - Telephone Number
 - Location
- Website address
- Access instruction for website including directions on how to navigate the job placement website

Yes No

Name _____

Print "your" Name

I, _____, have been given

Student Signature

Information regarding the above listed items.

Date _____

Instructor Signature _____

This form will be returned to Willie Caldwell's office on date of completion.

STATEMENT OF WORKPLACE AND FOUNDATION COMPETENCIES

Houston Community College is determined to prepare you with the knowledge and skill you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for POFT 2359 -Records and Information Management III.

Common Workplace Competencies

Manage Resources: Identifies, organizes, plans, and allocates resources

Students in POFT 2359 -Records and Information Management III have to be able to appropriately allocate their time in order to complete class assignments in a timely fashion. They must be able to budget their time and perform class-related activities through a ranking process which allows them to meet self-determined goals.

Interpersonal: Works with others

Students in POFT 2359 -Records and Information Management III at times work together in groups. Many times these groups are randomly selected, thus giving the students an opportunity to interact with different types of students. Students must learn to use leadership skills, learning skills, negotiating skills, and evaluating skills as they work together to accomplish a common goal.

Information: Acquires and uses information

Students in POFT 2359 -Records and Information Management III must acquire the proper information in order to successfully complete the course. Sources include classroom lectures, the text, the Internet, and reference books available in the classroom. Most importantly, students must use computers to process this information and to perform various tasks.

Technology: Works with a variety of technologies

Students in POFT 2359 -Records and Information Management III must apply technology to specific tasks, determining what application to use to obtain a specific outcome.

Foundation Skills

Students in POFT 2359 -Records and Information Management III must demonstrate basic skills: read, write, listen and speak. The student must learn to locate, understand, and interpret written information in documents such as manuals graphs and schedules.

Students in POFT 2359 -Records and Information Management III must demonstrate thinking skills: think creatively, make decisions, solve problems, visualize, know how to learn, and reason.

Students in POFT 2359 -Records and Information Management III must also demonstrate personal qualities: display responsibility, self-esteem, sociability, self-management, and integrity and honesty