

BUS 169 Records Management (2 Units)

Instructor: Vicki Vioria 760-791-1849

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Office: 1713

Course # 10707

Fridays 08:05 - 10:05 am

TERM HOURS: 36 Lecture

LETTER GRADE or PASS/NO PASS

COURSE DESCRIPTION:

Lecture and supervised individual and group procedural activity designed to acquaint students with progressive filing and records management rules, procedures, and techniques. Alphabetic, numeric, geographic, and subject filing are studied.

Institutional Student Learning Objectives:

Students who complete a degree or certificate at Imperial Valley College will demonstrate competency in these five areas: Communication Skills, Critical Thinking Skills, Personal Responsibility, Information Literacy and Global Awareness.

Student Learning Outcomes

1. Code proper names and business names according to alphabetic filing rules.
2. Identify and create cross-referencing for proper names and business names.

COURSE OBJECTIVES:

1. Identify records storage equipment/supplies, demonstrate ability to apply rules of filing alphabetically using cards and correspondence, and explain transfer methods.
2. Demonstrate ability to file by subject, number, and location using cards and correspondence.
3. Explain the basic records management principles and demonstrate knowledge of planning, developing and controlling a filing program.

TEXTBOOK:

Records Management 9th Edition, Read & Ginn

ASSIGNMENTS

Need Flash Drive to store work.

GRADING: Exams 50% Assignments 50%

Grading Scale is as follows:

90 - 100% **A** 80 - 89% **B** 70 - 79% **C** 60 - 69% **D**

ATTENDANCE/TARDY POLICY

Your presence in class is very important. Absences hurt your progress.

OTHER POLICIES

Work only on assignments for BUS 169 during class time.

Eat or drink before you come to class to keep our computer equipment in good operating condition.

Be courteous to your fellow classmates. Keep the noise down.

All work submitted for grading must be your own. Cheating will result in a "F" for the assignment and/or an "F" for the course at the Instructor's discretion. (See IVC Catalog for policy.)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services office as soon as possible.

Room 2117, Health Sciences Bldg, 760 355-6312.

BUS 169

Records Management

Fall 2012 Timeline

Week	Date	Chapter	Topic
1	24-Aug	1	Syllabus / What is Records Management?
2	31-Aug	2	Alphabetic Indexing Rules 1-4
3	7-Sep		Exam Chapters 1 & 2
4	14-Sep	3	Alphabetic Indexing Rules 5-8
5	21-Sep	4	Alphabetic Indexing Rules 9-10
6	28-Sep		Exam Chapters 3 & 4
7	5-Oct	5	Electronic File Management
8	12-Oct	6	Alphabetic Records Management, Equipment & Procedures
9	19-Oct	7	Storing, Retrieving, and Transferring Records
10	26-Oct		Exam Chapters 5, 6 & 7
11	2-Nov	8	Subject Records Management
12	9-Nov	9	Numeric Records Management
13	16-Nov		Exam Chapters 8 & 9
14	23-Nov		THANKSGIVING
15	30-Nov		Review for Final
16	7-Dec		Final Exam