

### Basic Course Information

Semester	<b>Fall 2014</b>	Instructor Name	<b>Alison Jill Brock</b>
Course Title & #	<b>BUS 169, Records Management</b>	Email	<a href="mailto:alison.brock@imperial.edu">alison.brock@imperial.edu</a>
CRN #	<b>10236</b>	Webpage (optional)	<b>See class Blackboard page</b>
Room	<b>803</b>	Office	<b>Room 1713</b>
Class Dates	<b>8/22-12/12</b>	Office Hours	<b>M: 12:00-12:30 T: 12:30-2:00 R: 12:30-2:00 F: 10:15-10:45</b>
Class Days	<b>Fridays</b>	Office Phone #	<b>760-355-6485</b>
Class Times	<b>8:00 – 10:05 a.m.</b>	Office contact if student will be out or emergency	<b>Use email address above</b>
Units	<b>2</b>		

### 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. (CSU)

### Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to: (1) Code proper names and business names according to alphabetic filing rules (ILO2, ILO3, ILO4, ILO5) and (2) Identify and create cross-referencing for proper names and business names (ILO2, ILO3, ILO4, ILO5).

### Course Objectives

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

### Textbooks & Other Resources or Links

Records Management (w/CD), 9<sup>th</sup> edition, Read, Cengage Learning  
Records Management Simulation, Read

### Course Requirements and Instructional Methods

After topic discussions, you will complete electronic records management assignments during class using Access databases. Regular reading and reinforcement exercises will be assigned after each chapter discussion. We will also work on a simulation throughout the semester that will give a big-picture view of the topics we discuss in class. (Complete the simulation in pencil.) Exams must be taken in class, as scheduled, through our Blackboard site. I suggest you put the exam dates on your calendar now.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

### Course Grading Based on Course Objectives

- A 90% -100%
- B 80% - 89%
- C 70% - 79%
- D 60% - 69%
- F 0% - 59%

Grades will be posted regularly on Blackboard. You may earn up to 1000 points, as follows:

- 20 Access tutorial
- 180 Chapter exercises (approx. 16 points per chapter, 11 chapters)
- 150 Simulation (approx. 12 points per job, 13 jobs)
- 650 Quiz and exams (approx. 60 points per chapter, 11 chapters)
- 1000

Therefore, to earn an A, you must earn at least (1,000 X 90%) 900 points. To earn a B, you must earn at least (1,000 X 80%) 800 points. And so forth....

### Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

### Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

### Academic Honesty

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited

or inappropriate in the context of the academic assignment in question. Anyone caught cheating will receive a zero (0) on the exam or assignment and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following:

- plagiarism
- copying or attempting to copy from others during an examination or on an assignment;
- communicating test information with another person during an examination;
- allowing others to do an assignment or portion of an assignment
- use of a commercial term paper service

### Additional Help

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several ‘labs’ on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

### Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6312 if you feel you need to be evaluated for educational accommodations.

### Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

### Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at [http://www.imperial.edu/index.php?option=com\\_docman&task=doc\\_download&gid=4516&Itemid=762](http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762)

### Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

<b>Anticipated Class Schedule</b>		
<b>Week</b>	<b>In Class</b>	<b>Assignment</b>
Week 1	Records Management (Ch. 1) Download data files Introduction to Access tutorial	Read Chapter 1 Prepare for quiz Continue work on Access tutorial
Week 2	Quiz: Chapter 1 Alphabetic Indexing Rules, Part 1 (Ch. 2) Group: 2-1 Individual: Continue Access tutorial	Read Chapter 2 Complete Self Checks on pages 38, 41, 42, 44 and 49, Parts 1 and 2 only Continue Access tutorial
Week 3	Alphabetic Indexing Rules, Part 2 (Ch. 3) Group: 3-2 Individual: Continue Access tutorial	Read Chapter 3 Complete Self Checks on pages 76 and 80-81, all <b>Complete Access tutorial</b>
Week 4	Alphabetic Indexing Rules, Part 3 (Ch. 4) Group: 4-1 Individual: Simulation Job 1	Read Chapter 4 Submit Simulation Job 1
Week 5	Simulation Jobs 2 & 3	Submit Simulation Jobs 2 & 3 Prepare for Exam
Week 6	<b>Exam:</b> Chapters 2, 3, 4 Simulation Job 4	Submit Simulation Job 4 (skip Access activity) Read Chapter 5
Week 7	Electronic File Management (Ch. 5) Individual: 5-1, 5-2	Read Chapter 6
Week 8	Alphabetic Records Management, Equipment, and Procedures (informal presentations) (Ch. 6) If time allows, Individual: 6-3	Read Chapter 7 Complete and submit Simulation Job 5
Week 9	Storing, Retrieving, and Transferring Records (Ch. 7) Individual: 7-1 Simulation Job 6	Submit Simulation Job 6 Prepare for exam
Week 10	<b>Exam:</b> Chapters 5, 6, 7 Simulation Job 7	Complete and submit Simulation Jobs 7, 8, and 9 Read Chapter 8
Week 11	Subject Records Management (Ch. 8) Independent: 8-1, 8-2, 8-3	Read Chapter 9 Complete and submit Simulation Job 10
Week 12	Numeric Records Management (Ch. 9) Group: 9-1 (each member creates) Independent: 9-2	Read Chapter 10 Complete and submit Simulation Job 11 (work carefully)
Week 13	Geographic Records Management Exam (Ch. 10); Group: 10-2	Prepare for exam
Week 14	Together: 11-2 (Is it a record?) <b>Exam:</b> Chapters 8, 9, 10	Complete and submit Simulation Jobs 12 (work carefully) & 13 Read Chapter 12
Week 15	The Records and Information Management Program (Ch. 12); Individual: 12-2	Prepare for quiz
Week 16	Quiz: Chapter 12	Congratulations, you did it! :) )

**Tentative, subject to change without prior notice**