

**Basic Course Information**

Semester:	<b>Fall 2015</b>	Instructor Name:	<b>Alison J. Brock</b>
Course Title & #:	<b>BUS 169, Records Management</b>	Email:	<b>alison.brock@imperial.edu</b>
CRN #:	<b>10151</b>	Webpage (optional):	<b>See class Blackboard page</b>
Classroom:	<b>803</b>	Office #:	<b>1713</b>
Class Dates:	<b>8/17 – 12/11</b>	Office Hours:	<b>Monday through Thursday: 11:15-12:15</b>
Class Days:	<b>Fridays</b>	Office Phone #:	<b>760-355-6485</b>
Class Times:	<b>8:00 – 10:05 a.m.</b>	Emergency Contact:	<b>Frances Arce-Gomez 760-355-6361</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, ISBN 9780538457705**  
**USB**

**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. 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

Grade	Points
A	900-1000
B	800-899
C	700-799
D	600-699
F	0-599

Grades are posted regularly on Blackboard. You may earn up to 1,000 points, as follows. **Late work will not receive points.**

Points possible	Assignment/Assessment	Details
35	Access tutorial	
165	Chapter exercises	11 chapters X 15 points each
150	Simulation	10 jobs X 15 points each
200	Quizzes	2 quizzes X 100 points each
450	Exams	3 exams X 150 points each
1000 Total		

### 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 by the instructor.

- **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.

### Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette:
  1. Identify yourself
  2. Include a subject line
  3. Avoid sarcasm
  4. Respect others' opinions and privacy
  5. Acknowledge and return messages promptly
  6. Copy with caution
  7. Do not spam or junk mail
  8. Be concise
  9. Use appropriate language
  10. Use appropriate emoticons (emotional icons) to help convey meaning
  11. Use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)]

### Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- **Plagiarism** is taking and presenting 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 "cite a source" correctly, 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 that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing 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 Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test

information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

### **Additional Student Services**

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- [Blackboard Support Site](#). The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- [Learning Services](#). There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- [Library Services](#). There is more to our library than just books. You have access to tutors in the [Study Skills 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 760-355-6313. Please contact them 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.

- [Student Health Center](#). A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6310 in Room 2109 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

### **Student Rights and Responsibilities**

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

### **Information Literacy**

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

<b>Anticipated Class Schedule/Calendar</b>		
<b>Week</b>	<b>In Class (mostly together)</b>	<b>Assignment</b>
Week 1	Records Management (Ch. 1) Introduction to Access tutorial	Read Chapter 1 Prepare for quiz Complete Access Tutorial Lesson 1
Week 2	<b>Quiz:</b> Chapter 1 Alphabetic Indexing Rules, Part 1 (Ch. 2) Exercise 2-1 Continue Access tutorial	Read Chapter 2 Complete Self Checks on pages 38, 41, 42, 44 and 49, Parts 1 and 2 only Complete Access Tutorial Lessons 2 & 3
Week 3	Alphabetic Indexing Rules, Part 2 (Ch. 3) Exercise: 3-2 Continue Access tutorial	Read Chapter 3 Complete Self Checks, pgs. 76 & 80-81, all Complete Access Tutorial Lessons 4 & 5
Week 4	Alphabetic Indexing Rules, Part 3 (Ch. 4) Exercise 4-1 Begin Simulation Job 1	Read Chapter 4 Complete Simulation Job 1 (Print all reports)
Week 5	Review Simulation Job 1 card order Begin Simulation Jobs 2 & 3	Complete Simulation Jobs 2 & 3 ( <u>don't dismantle file</u> ) Prepare for Exam
Week 6	Review Simulation Job 3 card order <b>Exam:</b> Chapters 2, 3, 4 Begin Simulation Job 4	Complete Simulation Job 4 (skip Access activity) Read Chapter 5
Week 7	Review Simulation Job 4 card order Electronic File Management (Ch. 5) Exercises 5-1, 5-2	Read Chapter 6
Week 8	Alphabetic Records Management, Equipment, and Procedures (informal presentations) (Ch. 6); Intro to Simulation Job 5	Read Chapter 7 Complete Simulation Job 5
Week 9	Review Simulation Job 5 order Storing, Retrieving, and Transferring Records (Ch. 7); Exercise: 7-1 Begin Simulation Job 6	Complete Simulation Job 6 Prepare for exam
Week 10	<b>Exam:</b> Chapters 5, 6, 7 Begin Simulation Jobs 7 & 8	Complete Simulation Jobs 7 & 8 Read Chapter 8
Week 11	Subject Records Management (Ch. 8) Exercises: 8-1, 8-3	Read Chapter 9 Complete Simulation Job 10
Week 12	Numeric Records Management (Ch. 9) Exercises: 9-1, 9-2	Read Chapter 10
Week 13	Geographic Records Management Exam (Ch. 10); Exercise: 10-2	Prepare for exam
Week 14	Exercise: 11-2 (Is it a record?) <b>Exam:</b> Chapters 8, 9, 10	Complete Simulation Job 13 Read Chapter 12
Week 15	The Records and Information Management Program (Ch. 12); Exercise: 12-2	Prepare for quiz
Week 16	<b>Quiz:</b> Chapter 12	Congratulations, you did it! :) )

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