

Basic Course Information

Semester:	Spring 2018	Instructor Name:	Vicki Vloria
Course Title & #:	BUS 169 Records Management	Email:	Vicki.vloria@imperial.edu
CRN #:	21099	Webpage (optional):	N/A
Classroom:	803	Office #:	N/A
Class Dates:	2/12 - 6/8/2018	Office Hours:	N/A
Class Days:	Mondays	Office Phone #:	760 791 1849
Class Times:	6:00 – 8:05 p.m.	Emergency Contact:	N/A
Units:	2		

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. Microsoft Access is used extensively. (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 (IL02, IL03, IL04, IL05)
2. Identify and create cross-referencing for proper names and business names (IL02, IL03, IL04, IL05)

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

1. (New or Used) Records Management, 10th edition, Read & Ginn, Cengage Learning, ISBN 978-1305119161
2. (New) Records Management Simulation, 10th edition, Read, ISBN 978-1305119178
3. **USB**

Course Requirements and Instructional Methods

We will discuss topics in class, and then you will complete electronic records management assignments during class using Access databases. We will also work on a simulation throughout the semester that will give a big-picture view of the topics we discuss in class.

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

Grading Scale:	A	90 – 100%	Grading:	Access tutorial	5%
	B	80 – 89%		Chapter exercises	15%
	C	70 – 79%		Simulation	15%
	D	60 – 69%		Exams	65%

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, and (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.

- Canvas 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 provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 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.

Anticipated Class Schedule/Calendar

Date or Week	In Class	Assignment
Week 1: February 12	Syllabus & Introduction Chap 1: Records & Information Management Chap 2: The RIM Environment	Take Home Exam Chap 1 & 2 (Canvas) Due February 26
Week 2: February 19	Holiday: No Class	
Week 3: February 26	Chap 3: Alphabetic Rules 1-4 Ex: 3-1	Exercise 3-2 Access Tutorial 1 & 2
Week 4: March 5	Chap 4: Alphabetic Rules 5-8 Ex: 4-1	Exercise 4-2 Access Tutorial 3,4 &5
Week 5: March 12	Chap 5: Alphabetic Rules 9-10 Simulation Job 1	Exercise 5-1 Complete Simulation Job 1
Week 6: March 19	Simulation Job 2 & 3	Complete Simulation Jobs 2 & 3
Week 7: March 26	Review Simulation Job 3 Card order Simulation Job 4 Exam Chapters 3-5	Complete Simulation Job 4
Spring Break: April 2	No Classes	
Week 8: April 9	Review Simulation Job 4 Card order Chap 6: Alphabetic Records Management, Equipment, and Procedures Simulation Job 5	Complete Simulation Job 5
Week 9: April 16	Review Simulation Job 5 Card order Chap 7: Storing, Retrieving, and Transferring Records Simulation Job 6	Complete Simulation Job 6
Week 10: April 23	Simulation 7 & 8 Exam Chapters 6 & -7	Complete Simulation Job 7 & 8
Week 11: April 30	Chap 8: Subject Records Management	Complete Simulation Job 10 Ex: 8-1, 8-3
Week 12: May 7	Chap 9: Numeric Records Management	Ex: 9-1, 9-2
Week 13: May 14	Chap 10: Geographic Records Management	Ex: 10-2
Week 14: May 21	Simulation Job 13	Complete Simulation Job 13
Week 15: May 28	Holiday: No Class	
Week 16: June 4	Exam Chapters 8,9,10	

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