



Basic Course Information

Semester:	Spring 2022	Instructor Name:	Vicki Vioria
Course Title & #:	BUS 169 Records and Information Management	Email:	Vicki.Vioria@imperial.edu
CRN #:	20541	Webpage (optional):	
Classroom:	Online	Office #:	online
Class Dates:	February 14 – June 10	Office Hours:	Tuesdays 6-8 p.m.
Class Days:	Online	Office Phone #:	760 791 1849
Class Times:	Online	Emergency Contact:	
Units:	2	Class Format:	Online

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. (ILO2, ILO3, ILO4, ILO5)
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.

Work-based Learning

Work-based learning (WBL) allows students to apply classroom content in professional settings while gaining real-world experiences. These opportunities will provide you with a deeper, more engaging and relevant learning environment. This semester, I will be offering the following WBL activities in order to provide you with the opportunity to explore career options in Computer Information Systems.

WBL Activity Name	WBL Activity Description
Job Simulations	Job 1: Alphabetic Filing Rules 1-4 Job 2: Alphabetic Filing Rules 5-8 Job 3: Alphabetic Filing Rules 9-10



	Job 4: Alphabetic Filing Rules 1-10 Job 5: Correspondence Filing: Rules 1-5 Job 6: Correspondence Filing Rules 6-10 Job 7: Correspondence Filing Rules 1-10 and Tickler File Usage Job 8: Requisition and Charge-Out Procedures Job 9: Transfer Procedures Job 10: Subject Correspondence Filing Job 11: Consecutive Numeric Correspondence Filing Job 12: Terminal-Digit Numeric Correspondence Filing Job 13: Geographic Filing
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Some examples of WBL assignments are job shadowing, informational interviews, guest speakers and workplace simulations.

Textbooks & Other Resources or Links

The materials required for this class—and any other classes using Cengage products—are included in ONE Cengage Unlimited subscription. For \$119.99 per semester, you get access to ALL your Cengage eTextbooks and online homework in ONE place. Four FREE hardcopy textbook rentals are also available for select titles, just pay \$7.99 S&H each.

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 - o 2-year access (24 months) / 9780357700020 / \$239.99

Note: You only need to purchase one Cengage Unlimited subscription to add any Cengage eTextbook or online homework for other classes to your dashboard at no additional cost.

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Beware of sites that are selling discounted Cengage Unlimited subscriptions. These sources are likely unauthorized sellers who have acquired access codes illegally, and transactions with such sources may pose a risk to your personal information.

Course Requirements and Instructional

Homework will be assigned on Cengage Now and due weekly.

Course Grading Based on Course Objectives

Grading Scale:	A	90-100%	Grading	Study Guide / Applications	40%
	B	80-89%		Simulations / Jobs	40%
	C	70-79%		Discussions	20%
	D	60-69%			
	F	0-59%			

Course Policies

- Online attendance is not marked by your physical presence in a classroom, but rather by your **participation and engagement** with the course activities and assignments.
- This course is designed to take about **6 hours per week (on average)**. **Please plan to:**
 - Set aside time each week to view all module materials and submit required work
 - Log in regularly each week to check for announcements, grades, messages, and comments
 - Participate in online discussions, and respond thoughtfully to your peers

Drop Policy

- **During the first week:** Complete your first Discussion by Wednesday 11:59 p.m. to mark your attendance and secure your spot! **(If you do not complete the first mandatory activity, you will be dropped.)**
- **Throughout the term:** Submit work regularly to show your active attendance. If you do not submit work for 2 modules in a row, you may be dropped for non-participation!
- **It is the student's responsibility to drop or officially withdraw from the class.**

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.

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

Dates	Module	Module	Chapter	Topic	Assignments	Due Dates
February 14 – 19	0	Course Introduction		Syllabus & Introduction	Discussion Quiz	Wed., February 16 Sat., February 19
February 20 – March 5	1	Introduction to Records Management	1	Records & Information Management	Discussion Study Guide	Wed., February 23 Sat., February 26
			2	The RIM Environment	Discussion Study Guide	Wed., March 2 Sat., March 5
March 6 – 19	2	Alphabetic Indexing Rules 1-4	3	Rules 1-4	Discussion Study Guide Applications Job 1	Wed., March 9 Sat., March 12 Wed., March 16 Sat., March 19
March 20 – April 2	3	Alphabetic Indexing Rules 5-8	4	Rules 5-8	Discussion Study Guide Applications Job 2	Wed., March 23 Sat., March 26 Wed., March 30 Sat., April 2
April 3 – 16	4	Alphabetic Indexing Rules 9 & 10	5	Rules 9 & 10	Discussion Study Guide Applications Jobs 3 & 4	Wed., April 6 Sat., April 9 Wed., April 13 Sat., April 16
April 17 -23						
April 24 - May 14	5	Filing Procedures	6	Alphabetic Records Mgmt., Equipment & Procedures	Discussion Study Guide Applications Jobs 5,6,7	Wed., April 27 Sat., April 30 Wed., May 4 Sat., May 7
			7	Storing, Retrieving, and Transferring Records	Discussion Study Guide Jobs 8 & 9	Wed., May 11 Sat., May 14 Sat., May 14
May 15 – June 10	6	Other Storage Methods	8	Subject Records Management	Discussion Study Guide Job 10	Wed., May 18 Sat., May 21 Sat., May 21
			9	Numeric Records Management	Discussion Study Guide Jobs 11 & 12	Wed., May 25 Sat., May 28 Sat., May 28
			10	Geographic Records Management	Discussion Study Guide Job 13	Wed., June 1 Sat., June 4 Fri., June 10

Subject to change without prior notice