



Basic Course Information

Semester:	Fall 2022	Instructor Name:	Ms. Adrienne Lawson
Course Title & #:	Bus 169 Records and Information Management	Email:	Adrienne.lawson@imperial.edu
CRN #:	10074	Webpage (optional):	
Classroom:	In-Person	Office #:	803
Class Dates:	08/16/2022- to 11/04/2022	Office Hours:	Tuesday-Thursday 4:45-5:45
Class Days:	Tuesday	Office Phone #:	(760) 562-4666
Class Times:	6:00-9:10pm	Emergency Contact:	Tisha Nelson (760) 355-6161 tisha.nelson@imperial.edu
Units:	2	Class Format:	In-Person

Course Description

Introduction to human resource management concepts and applications. Concepts covered include the following: The impact HR management has on the organization in terms of human resource activities, global human resource strategies, social and organizational realities, legal implications affecting people at work, union / non-union practices, comparable work, employee compensation and benefits, and employee rights. (CSU)

Course Prerequisite(s) and/or Corequisite(s)

N/A

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. Explain the functions and activities of human resources management.
2. Identify and evaluate Federal and State employment laws applicable to management decisions.
3. Analyze workplace human resource needs for different types of organizations.

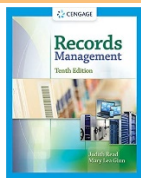
Course Objectives

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

1. Discuss legal and financial implications and human factors in making personnel decisions.
2. Describe the collective bargaining process.
3. Discuss the legal and procedural considerations involved in hiring, disciplining, and terminating employees.

4. Appraise the ethical impact of following and enforcing policies, rules, and procedures.
5. Compare and contrast various compensation and benefits packages.
6. Identify the differences between union and nonunion organizations and describe the importance of union/management relations.
7. Discuss current legal and social ramifications of "downsizing" or "right-sizing" an organization.
8. Discuss the impact of globalization and diversity on human resource management

Textbooks & Other Resources or Links



Records Management 10th Edition by [Judith Read](#) (Author), [Mary Lea Ginn](#) (Author)

Course Requirements and Instructional Methods

Method of Evaluation: Instructional Methodology:

Class Activity	Audio Visual
Mid-Term/Final Exam(s)	Demonstration
Problem Solving Exercise	Discussion
Skill Demonstration	Group Activity
Written Assignments	Lecture & Simulation/Case Study
Out-of-class	

- 1) Prepare a cover letter and resume for a mock interview.
- 2) Follow the necessary steps to handle petty cash transactions.

Reading and Writing

- 1) Read three articles concerning diversity in the workplace concerning age, religion, gender, etc.
- 2) Compare salaries of three position titles in own zip code area.

What if I need to borrow technology or access to WIFI?

1. To request a loaner laptop, MYFI device, or other electronic device, please submit your request here: <https://imperial.edu/students/student-equity-and-achievement/>

2. If you'd like access the WIFI at the IVC campus, you can park in parking lots "I & J". Students must log into the IVC student WIFI by using their IVC email and password. The parking lots will be open Monday through Friday from 8:00 a.m. to 7:00 p.m.

Guidelines for using parking WIFI:

- Park in every other space (empty space BETWEEN vehicles)
- Must have facemask available
- For best reception park near buildings
- Only Park at marked student spaces
- Only owners of a valid disabled placard may use disabled parking spaces
- Only members of the same household in each vehicle
- Occupants **MUST** remain in vehicles
- Restrooms and other on-campus services not available
- College campus safety will monitor the parking lot



- Student code of conduct and all other parking guidelines are in effect
- Please do not leave any trash behind
- No parking permit required**

If you have any questions about using parking WIFI, please call Student Affairs at 760- 355-6455.

Course Grading Based on Course Objectives

Grading Scale:

A 90-100%

B 80-89%

C 70-79%

D 60-69%

F 0-59%

Introduction 100 pts
Discussions Questions (in Canvas) 100 pts (50 pts original post) &
Responses (25 pts each response)
Class Participation 100 pts
Group Project 200 points
Assignments (100 pts)
Chapter Tests (100 pts)
Critical Thinking Assignments (100 pts)
Final (100pts)

Course Policies

* In-Person 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:** o 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 Question by Thursday 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.

*Absolutely **NO** late work. I will not accept late assignments, discussions, responses, tests, group assignments etc.....

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, discussion question, 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

Date or Week	Topic	Assignments	Due Dates/Tests	Points
Week 1 Aug. 15 th – 21 st	Syllabus Introduction	Introduction (minimum one page).	Introduction due on August 21 st .	Introduction 100 pts
Week 2 Aug. 22 nd - 28 th	Chapter 1: Records and Information Management	*Discussion Question (150-200 words) & two Responses (50 words minimum) *Ch. 1 assignment *Ch. 1 test	*Discussion Question (Original Post) Due Aug. 25 th *DQ Responses due Aug. 28 th *Ch. 1 assignment due Aug. 28 th *Ch. 1 Test due Aug. 28 th	*Discussion Question & Responses 100 pts. *Assignment 100 pts. *Test 100 pts.
Week 3 Aug. 29 th - Sept. 4 th	Chapter 2: The Rim Environment	*Discussion Question (150-200 words) & two Responses (50 words minimum) *Ch. 2 assignment *Ch. 2 test	*Discussion Question (Original Post) Due Sept. 1 st *DQ Responses due Sept. 4 th *Ch. 2 assignment due Sept. 4 th *Ch. 2 Test due Sept. 4 th	*Discussion Question & Responses 100 pts. *Assignment 100 pts. *Test 100 pts.
Week 4 Sept. 5 th -11 th	Chapter 3: Alphabetic Indexing Rules 1-4	*Discussion Question (150-200 words) & two Responses (50 words minimum) *Ch. 3 assignment	*Discussion Question (Original Post) Due Sept. 8 th *DQ Responses due Sept. 11 th	*Discussion Question & Responses 100 pts.

Date or Week	Topic	Assignments	Due Dates/Tests	Points
		*Ch. 3 test	*Ch. 3 assignment due Sept. 11 th *Ch. 3 Test due Sept. 11 th	*Assignment 100 pts. *Test 100 pts.
Week 5 Sept. 12 th – 18 th	Chapter 4: Alphabetic Indexing Rules 5-8	*Discussion Question (150-200 words) & two Responses (50 words minimum) *Ch. 4 assignment *Ch. 4 test	*Discussion Question (Original Post) Due Sept. 15 th *DQ Responses due Sept. 18 th *Ch. 4 assignment due Sept. 18 th *Ch. 4 Test due Sept. 18 th	*Discussion Question & Responses 100 pts. *Assignment 100 pts. *Test 100 pts.
Week 6 Sept. 19 th – 25 th	Chapter 5: Alphabetic Indexing Rules 9-10	*Discussion Question (150-200 words) & two Responses (50 words minimum) *Ch. 5 assignment *Ch. 5 test	*Discussion Question (Original Post) Due Sept. 22 nd *DQ Responses due Sept. 25 th *Ch. 5 assignment due Sept. 25 th *Ch. 5 Test due Sept. 25 th	*Discussion Question & Responses 100 pts. *Assignment 100 pts. *Test 100 pts.
Week 7 Sept. 26 th – Oct 2 nd	Chapter 6: Alphabetic Records Management, Equipment, and Procedures	*Discussion Question (150-200 words) & two Responses (50 words minimum) *Ch. 6 assignment *Ch. 6 test	*Discussion Question (Original Post) Due Sept. 29 th *DQ Responses due Oct. 2 nd *Ch. 6 assignment due Oct. 2 nd *Ch. 6 Test due Oct. 2 nd	*Discussion Question & Responses 100 pts. *Assignment 100 pts. *Test 100 pts.
Week 8 Oct. 3 rd – 9 th	Chapter 7: Storing, Retreating, and Transferring Records	*Discussion Question (150-200 words) & two Responses (50 words minimum) *Ch. 7 assignment *Ch. 7 test	*Discussion Question (Original Post) Due Oct. 6 th *DQ Responses due Oct. 9 th *Ch. 7 assignment due Oct. 9 th *Ch. 7 Test due Oct. 9 th	*Discussion Question & Responses 100 pts. *Assignment 100 pts. *Test 100 pts.
Week 9 Oct. 10 th – 16 th	Chapter 8: Subject Records Management	*Discussion Question (150-200 words) & two Responses (50 words minimum) *Ch. 8 assignment *Ch. 8 test	*Discussion Question (Original Post) Due Oct. 13 th *DQ Responses due Oct. 16 th *Ch. 8 assignment due Oct. 16 th *Ch. 8 Test due Oct. 16 th	*Discussion Question & Responses 100 pts. *Assignment 100 pts. *Test 100 pts.
Week 10 Oct. 17 th - 23 rd	Chapter 9: Numeric Records Management	*Discussion Question (150-200 words) & two Responses (50 words minimum) *Ch. 9 assignment	*Discussion Question (Original Post) Due Oct. 20 th *DQ Responses due Oct. 23 rd	*Discussion Question & Responses 100 pts.



Date or Week	Topic	Assignments	Due Dates/Tests	Points
		*Ch. 9 test	*Ch. 9 assignment due Oct. 23 rd *Ch. 9 Test due Oct. 23 rd	*Assignment 100 pts. *Test 100 pts.
Week 11 Oct. 24 th – 30 th	Chapter 10: Geographic Records Management	*Discussion Question (150-200 words) & two Responses (50 words minimum) *Ch. 10 assignment *Ch. 10 test	*Discussion Question (Original Post) Due Oct. 27 th *DQ Responses due Oct. 30 th *Ch. 10 assignment due Oct. 30 th *Ch. 10 Test due Oct. 30 th	*Discussion Question & Responses 100 pts. *Assignment 100 pts. *Test 100 pts.
Week 12 Oct. 31 st – Nov 6 th		*Final Test	*Final test due Nov. 1 st	*Final Test 100 pts..

*****Subject to change without prior notice*****