



Basic Course Information

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|-------------------|---------------------------------------|---------------------|--------------------------------|
| Semester: | Fall 2023 | Instructor Name: | Guillermo Salgado |
| Course Title & #: | BUS 169 – Records & Information Mgmt. | Email: | Guillermo.salgado@imperial.edu |
| CRN #: | 10074 | Webpage (optional): | www.imperial.edu |
| Classroom: | 2732 | Office #: | Building #100 / Counseling |
| Class Dates: | August 15 – December 9 | Office Hours: | M-T 5pm to 6pm |
| Class Days: | Tuesday | Office Phone #: | 760-355-5746 |
| Class Times: | 6:00PM – 8:50PM | Emergency Contact: | 760-554-9081 |
| Units: | 2 | Class Format: | Face-to-Face (in seat) |

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)

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

None.

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.
2. Identify and create cross-referencing for proper names and business names.

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

Title: Records Management
Edition: 10th
ISBN # 978-1305119161
Author: Cengage Learning

Publisher: Cengage Learning
Copyright Year: 2016



Course Requirements and Instructional Methods

Course Requirements:

- Lecture
- Problem Solving Exercise
- Quizzes
- Skill Demonstration
- Class Activity
- Essay
- Mid-Term/Final Exam(s)

Instructional Methods

- Audio Visual
- Discussion
- Group Activity
- Lecture
- Simulation/Case Study

Course Grading Based on Course Objectives

Overall Points: 1,000

- 1000 – 900 points = A
- 800 – 899 points = B
- 700 – 799 points = C
- 600 - 699 points = D
- 0 - 599 points = F

Quizzes- 10 quizzes, on Chapters: 2, 3, 4, 5, 6, 8, 9, 10, 11, and 12. Each Quiz valued at 20 points, a total of **200 points (20% of grade)**.



Exams - Midterm Exam & Final Exam, each valued at 100 points. Exams will be conducted / administered in class. Timed Exams, 2-hour window to complete each Exam. Multiple Choice format. **A total of 200 points (20% of grade).**

Weekly Supplementary Activities: Weekly Activities / Exercises, to be submitted via Canvas Discussion or Assignments TAB. 10 in total, valued at 25 points each. **A total maximum possible points of 250 points (25% of grade).**

In Class Activities & Assignments: 30% of grade. In order to max out on points for In Class Activities, student must attend a minimum of 15 class sessions (20 points per session), and participate via group activity / in class assignments. Arriving late, or leaving early and not participating in group activities and lecture will prevent student from attaining points for the class session.

Final Project: 50 points (5% of grade).

Course Policies

ATTENDANCE: A student who is absent for first class session, and does not communicate with Instructor before end of Week 2 will be dropped from course. 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. **Students who fail to attend class and complete required activities for 3 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.

ONLINE ETTIQUITE = NETIQUITTE: 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 (!!!!)].

CLASSROOM ETTIQUITE: Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. Consider: specifics for your class/program • 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.

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

[Provide a tentative overview of the readings, assignments, tests, and/or other activities for the duration of the course. A table format as in the example below may be used for this purpose.]

| Date or Week | Activity, Assignment, and/or Topic | Pages/ Due Dates/Tests |
|---------------------|---|--|
| Week 1 August 15 | Syllabus & Introduction Chapter 1 – Records & Information Management | Lecture on Chapter 1. |
| Week 2 August 22 | Chapter 2 – The RIM Environment Activity Assignment Discussion #1 (Chapter 1 & 2). | -Lecture on Chapter 2. -CH. 2 Quiz next week. -Activity Assignment #1 due August 29. |

| Date or Week | Activity, Assignment, and/or Topic | Pages/ Due Dates/Tests |
|------------------------|---|--|
| Week 3 August 29 | <i>Chapter 3</i> – Alphabetic Indexing Rules 1-4. Chapter 2 Quiz. Activity Assignment Discussion #2 (Chapter 3) | -Lecture on Chapter 3. -CH. 3 Quiz next week. -Activity Assignment #2 due by September 5. |
| Week 4 September 5 | <i>Chapter 4</i> – Alphabetic Indexing Rule 5-8. Chapter 3 Quiz. Activity Assignment Discussion #3 (Chapter 4) | -Lecture on Chapter 4. -CH. 4 Quiz next week. -Activity Assignment #3 due by September 12. |
| Week 5 September 12 | <i>Chapter 5</i> – Alphabetic Indexing Rules 9-10. Chapter 4 Quiz. Activity Assignment Discussion #4 (Chapter 5) | -Lecture on Chapter 5 -CH. 5 Quiz next week. -Activity Assignment #4 due by September 19. |
| Week 6 September 19 | <i>Chapter 6</i> – Alphabetic Records Management, Equipment, and Procedures Chapter 5 Quiz. Activity Assignment Discussion #5 (Chapter 6) | -Lecture on Chapter 6, -Chapter 6 Quiz next week. -Activity Assignment #5 due by September 26. |
| Week 7 September 26 | <i>Chapter 7</i> – Storing, Retrieving and Transferring Records. Chapter 6 Quiz Midterm Review (CH. 1-7), Exam next week. | -Lecture on Chapter 7. -Midterm Review / Exam will be in class, next week. |
| Week 8 October 3 | <i>Chapter 8</i> – Subject Records Management Midterm Exam (CH. 1-7). Activity Assignment Discussion #6 (Chapter 8) | -Lecture on Chapter 8. -CH. 8 Quiz next week. -Activity Assignment 6 due by October 10. |
| Week 9 October 10 | Chapter 9 – Numeric Records Management | -Lecture on Chapter 9. |

| Date or Week | Activity, Assignment, and/or Topic | Pages/ Due Dates/Tests |
|---------------------------------------|--|--|
| | Chapter 8 Quiz Activity Assignment Discussion #7 (Chapter 9) | -CH.9 Quiz next week. -Activity Assignment #7 due by October 17. |
| Week 10 October 17 | Chapter 10 – Geographic Records Management Chapter 9 Quiz. Activity Assignment #8 Discussion (Chapter 10) | -Lecture on Chapter 10. -CH. 10 Quiz next week. -Activity Assignment #8 due by October 31. |
| Week 11 October 24 | Chapter 11 – Electronic Records File Management Chapter 10 Quiz. Activity Assignment Discussion #9(Chapter 11). | -Lecture on Chapter 11. -CH. 11 Quiz next week. -Activity Assignment #9 due by October 31. |
| Week 12 October 31 | Chapter 12 – Electronic Media and Image Records Chapter 11 Quiz. Activity Assignment Discussion #10 (Chapter 12). | -Lecture on Chapter 12 -CH. 12 Quiz next week. -Activity Assignment #10 due by November 7. |
| Week 13 November 7 | Chapter 13 – Electronic Records Management Tools & Processes Chapter 12 Quiz. Final Project Discussion – in class. Due at end of semester (December 5) | -Lecture on Chapter 13. -Final Project Assignment due December 5. |
| Week 14 November 14 | Chapter 14 – Managing a RIM Program | Lecture on Chapter 14. |
| Week 15 Holiday | None | None |
| Week 16 November 28 | Final Review (CH. 8-14), Final Exam next week. Final Project Review – in class. Due next week. | -Final Review (CH. 8-14). -Final Project Assignment due next week. |



| Date or Week | Activity, Assignment, and/or Topic | Pages/ Due Dates/Tests |
|-----------------------|---|-------------------------------|
| Week 17 December 5 | In Class Final Exam. Final Project Assignment due today. | Final Exam (CH. 8 – 14) |

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