



## Basic Course Information

Semester:	Fall 2024	Instructor Name:	Roberto Avila
Course Title & #:	<b>BUS 169 – Records &amp; Information Management</b>	Email:	Roberto.Avila@imperial.edu
CRN #:	10074	Webpage (optional):	www.imperial.edu
Classroom:	801	Office #:	TBD
Class Dates:	August 13– October 29	Office Hours:	By Appointment
Class Days:	Tuesday	Office Phone #:	760-355-5746
Class Times:	6:00PM – 8:50PM	Emergency Contact:	442-236-9954
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:

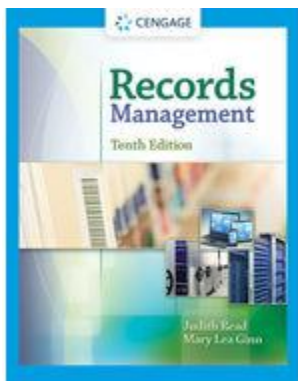
1. Identify records storage equipment/supplies, demonstrate ability to apply rules of filing alphabetically using cards and correspondence, and explain transfer methods.
2. Demonstrate ability to file by subject, number, and location using cards and correspondence.
3. Explain the basic records management 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

**REQUIRED**



**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**

Assignment	Qty
Attendance	12
Quiz	10
Supplementary	10
Mid Term	1
Final	1
Filing Project	1

Class Grade Matrix	
Points	Grade
1000-900	A
800-799	B
700-699	C
60-699	D
0-599	E

**Quizzes**- 10 quizzes, on Chapters: (1&2,) 3, 4, 5, 6, 7,8, 9, 10, (11&12). Each Quiz valued at 25 points. (250 points possible 25% of grade).

**Exams** - Midterm valued at 100 points and a Final valued at 100 points. Exams will be conducted / administered in class or online. Timed Exams, 2-hour window to complete each Exam. Multiple Choice/True False/Organize Data format. (200 points possible or 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. (250 points or 25% of grade).

**In Class Activities & Assignments:** Student must attend a minimum of 12 class sessions (10 points per session) and participate via group activity / in class assignments. Arriving late, leaving early and not participating will prevent students from attaining points for the class session. (120 points or 12% of grade).

**Class Project:** A filing system class project will require the student to create and maintain a personal filing system applying the rules, systems and procedures learned in class. The project will be valued at 180 points (18%) of the grade.

## Course Policies

**ATTENDANCE:** A student who is absent for the 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 ETTIQITE:** 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 importance 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**

**It is strongly suggested students do not miss the first day of class, read the first two chapters of the required textbook, review the power-points and complete the initial assignment.**

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
<b>Week 1</b> August 13	Introductions & Syllabus <b>Chapter 1 – Records &amp; Information Management</b> <b>Chapter 2 – The RIM Environment</b> Supplementary Assignment Discussion #1 (Chapter 2)	Lecture on Chapter 1 & 2 <b>SA #1 due by Saturday</b>



Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
<b>Week 2</b> August 20	Review SA #1 <b>Chapter 3 – Alphabetic Indexing Rules 1-4</b> Supplementary Assignment Discussion #2 (Chapter 3) <b>Excel Filing Class Project Introduction</b>	Lecture on Chapter 3. Quiz-Chapter 1 & 2 Due Saturday SA #2 due by Saturday
<b>Week 3</b> August 27	Review SA #2 <b>Chapter 4 – Alphabetic Indexing Rule 5-6</b> Supplementary Assignment Discussion #3 (Chapter 4)	Lecture on Chapter 4 Quiz-Chapter 3 due Saturday. SA #3 due by Saturday
<b>Week 4</b> September 3	Review SA #3 <b>Chapter 5 – Alphabetic Indexing Rules 9-10</b> Supplementary Assignment Discussion #4 (Chapter 5)	Lecture on Chapter 5 Quiz-Chapter 4 due Saturday. SA #4 due by Saturday
<b>Week 5</b> September 10	Review SA #4 <b>Chapter 6 – Alphabetic Records Management, Equip &amp; Procedures</b> Supplementary Assignment Discussion #5 (Chapter 6)	Lecture on Chapter 6 Quiz-Chapter 5 due Saturday. SA #5 due by Saturday
<b>Week 6</b> September 17	Review SA #5 <b>Chapter 7 – Storing, Retrieving and Transferring Records.</b> Supplementary Assignment Discussion #6 (Chapter 7) <b>Midterm (Chapters. 1-6)</b>	Lecture on Chapter 7 Quiz-Chapter 6 due Saturday. SA #6 due by Saturday <b>Midterm due by Saturday</b>
<b>Week 7</b> September 24	Review SA #6 <b>Chapter 8 – Subject Records Management</b> Supplementary Assignment Discussion #7 (Chapter 8)	Lecture on Chapter 8. Quiz-Chapter 7 due Saturday. SA #7 due by Saturday.
<b>Week 8</b> October 01	Review SA #7 <b>Chapter 9 – Numeric Records Management</b> Supplementary Assignment Discussion #8 (Chapter 9)	Lecture on Chapter 9. Quiz-Chapter 8 due Saturday. SA #8 due by Saturday.
<b>Week 9</b> October 08	Review SA #8 <b>Chapter 10 – Geographic Records Management</b> Supplementary Assignment Discussion #9 (Chapter 10)	Lecture on Chapter 10. Quiz-Chapter 9 due Saturday. SA #09 due by Saturday.
<b>Week 10</b> October 15	Review SA #9 <b>Chapter 11 – Electronic Records File Management</b> Supplementary Assignment Discussion #10 (Chapter 11)	Lecture on Chapter 11. Quiz-Chapter 10 due Saturday. SA #10 due by Saturday.
<b>Week 11</b> October 22	Review SA #10 <b>Chapter 12 – Electronic Media and Image Records</b>	Lecture on Chapter 12
<b>Week 12</b> October 29	<b>Final Exam – Chapter 7 thru 12 - In Class</b> <b>Final Project Assignment Due</b>	

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