



## Basic Course Information

Semester:	<b>Spring 2025</b>	Instructor Name:	<b>Noel Ortiz Jr</b>
Course Title & #:	<b>BUS 169- Records &amp; Information Management</b>	Email:	<b>noel.ortiz@imperial.edu</b>
CRN #:	<b>20541</b>	Webpage (optional):	
Classroom:	<b>Bldg 800/ Room 801</b>	Office #:	<b>PT Office</b>
Class Dates:	<b>02/10/2025 - 06/06/2025</b>	Office Hours:	<b>Tuesdays &amp; Thursdays: 5:00 PM – 6:00 PM</b>
Class Days:	<b>Mondays</b>	Office Phone #:	<b>442-230-4220</b>
Class Times:	<b>6:00 PM - 8:05 PM</b>	Emergency Contact:	<b>760-222-5029</b>
Units:	<b>2</b>	Class Format/Modality:	<b>Traditional   Face to Face</b>

## 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

- Use terminology basic to filing functions within a records management program.
- Demonstrate application of alphabetic, numeric, subject, and geographic filing rules by indexing, coding, sorting, cross-referencing, and storing representative examples of business documents.
- Demonstrate processing of file requests, retrieval, charge out, and follow-up techniques by completing exercises using representative examples of business documents.
- Demonstrate using a database program to add, delete, manipulate, and edit records.

## Course Objectives

- Identify records storage equipment/supplies, demonstrate ability to apply rules of filing alphabetically using cards and correspondence, and explain transfer methods.
- Demonstrate ability to file by subject, number, and location using cards and correspondence.
- Explain the basic records management principles and demonstrate knowledge of planning, developing and controlling a filing program.

## Textbooks & Other Resources or Links

- *Read, J., Ginn, M.. 2015. Records Management. 10th Cengage Learning. ISBN: 978-1305119161*

## Course Requirements and Instructional Methods

- Audio Visual; Discussion; Group Activity; Lecture; Simulation/Case Study; Distance Learning.



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- Software Requirements: *Microsoft Windows, Microsoft Word, & Microsoft Access.*

### Course Grading Based on Course Objectives

Your final grade will be based on total points earned from all jobs and exams.

The due date for homework is each Friday at 11:59 pm. Late assignments will not be accepted without prior arrangements and will be reduced by 20% for each week late. Weekly assignments are based on the knowledge gained in previous chapters. Be sure to stay current on the reading.

Letter grades will be assigned according to the percentage of total points accumulated as follows:

Assessment	Grade Weight
Assignments	34%
Weekly Quizzes	41%
Midterm	12.5%
Final	12.5%
Total	100%

900 PTS - 1,000 PTS	A
800 PTS – 899 PTS	B
700 PTS – 799 PTS	C
600 PTS – 699 PTS	D
0 PTS - 599 PTS	F

### Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

### Accessibility Statement

Imperial Valley College is committed to providing an accessible learning experience for all students, regardless of course modality. Every effort has been made to ensure that this course complies with all state and federal accessibility regulations, including Section 508 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and Title 5 of the California Code of Regulations. However, if you encounter any content that is not accessible, please contact your instructor or the area dean for assistance. If you have specific accommodations through **DSPS**, contact them for additional assistance.

We are here to support you and ensure that you have equal access to all course materials.

## Course Policies

### Attendance

#### 1. **First and Last Day Attendance:**

- Attendance on the first day of class is mandatory for an introduction to course objectives, software orientation (Microsoft Access), and key procedural information.
- Attendance on the last day of class is required for final assessments, evaluations, and a capstone review of progressive filing and records management techniques.

#### 2. **Regular Attendance:**

- Students are expected to attend all scheduled classes and supervised individual/group activities. Missing more than 20% of class sessions may result in a reduction in your final grade.

#### 3. **Participation:**

- Active participation is required during both lectures and procedural activities. Students must engage in group work and demonstrate progress on individual projects.

### Punctuality

#### 1. **On-Time Arrival:**

- Arrive on time to avoid disruptions. Late arrivals of more than 10 minutes will be marked as tardy. Three tardies will count as one absence.

#### 2. **Assignment Submissions:**

- Submit assignments promptly on the due date. Late submissions will incur a 10% grade reduction per day unless prior arrangements are made.

### Class Engagement

#### 1. **Preparedness:**

- Bring required materials, including textbooks, notes, and access to Microsoft Access, to every class. Complete all assigned readings and pre-class tasks.

#### 2. **Use of Technology:**

- Students are required to use Microsoft Access extensively and complete filing exercises in alphabetic, numeric, geographic, and subject formats.
- Personal devices may only be used for coursework during class hours. Non-academic usage (e.g., social media, texting) is prohibited.

### Group Work and Collaboration

#### **Group Projects:**



- *Students will participate in group activities to simulate real-world filing and records management scenarios. Team members are expected to share responsibilities equitably and communicate effectively.*

### **Professional Conduct**

#### **1. Respect for Others:**

1. *Maintain a respectful and supportive classroom environment. Disruptive behavior, including excessive talking or distracting others, will not be tolerated.*

#### **2. Adherence to Ethical Practices:**

1. *Plagiarism or falsification of records during exercises or assessments will result in disciplinary action.*

### **Other Course Information**

- **Instructor Office Hours:** *Tuesdays & Thursdays 5:00 PM – 6:00 PM*
- **Location:** *PT Office*

### **Financial Aid**

Your Grades Matter! In order to continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement. Making SAP means that you are maintaining a 2.0 GPA, you have successfully completed 67% of your coursework, and you will graduate on time. If you do not maintain SAP, you may lose your financial aid. If you have questions, please contact financial aid at [finaid@imperial.edu](mailto:finaid@imperial.edu).

### **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**

<b>Date or Week</b>	<b>Activity, Assignment, and/or Topic</b>	<b>Pages/ Due Dates/Tests</b>
<b>Week 1</b>	<p><b>Syllabus &amp; Introduction</b></p> <p><b>Chapter 1: Records Management</b></p> <p><b>Learning Objectives:</b></p> <ol style="list-style-type: none"> <li>1.) Discuss the reasons that businesses and individuals need records and information.</li> <li>2.) Identify records, record types, and value of the record to an organization.</li> <li>3.) Describe the life cycle of records and information.</li> <li>4.) Identify the various kinds of physical and electronic record formats.</li> </ol>	<ul style="list-style-type: none"> <li>● <b>Ch1 Activity 1-1 Friday</b></li> <li>● <b>Ch1 Application 1-2 &amp; 1-3 (A) Friday</b></li> <li>● <b>Ch1 Quiz: Friday</b></li> </ul>



Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
<p><b>Week 2</b></p>	<p><b>Chapter 2: RIM Environment</b>  <b>Learning Objectives:</b>            1.) Identify and define electronic business activities.            2.) Define records and information programs for managing records.            3.) Identify common problems and challenges for records systems.            4.) Describe the legal considerations and relevant legislation impacting records and information management.</p>	<ul style="list-style-type: none"> <li>• Ch2 Activity 2-1 &amp; 2-3 (M) <b>Friday</b></li> <li>• Ch2 Application 2-1, 2-2, &amp; 2-3 (A) <b>Friday</b></li> <li>• Ch2 Quiz: <b>Friday</b></li> </ul>
<p><b>Week 3</b></p>	<p><b>Chapter 3: Alphabetical Indexing Rules (1-4)</b>  <b>Learning Objectives:</b>            1.) Explain the need for indexing rules in alphabetic storage of names and the importance of following these rules consistently.            2.) Index, code, and arrange personal and business names in indexing order of units.            3.) Index, code, and arrange minor words and symbols in business names.            4.) Index, code, and arrange names with punctuation and possessives.            5.) Index, code, and arrange, names with single letters and abbreviations.            6.) Apply alphabetic filing procedures.            7.) Prepare and arrange cross-references for personal and business names.            8.) Sort personal and business names.</p>	<ul style="list-style-type: none"> <li>• Ch3 Activity 3-1, 3-2, 3-3, &amp; 3-4 <b>Friday</b></li> <li>• Ch3 Application RM Matching (A) <b>Friday</b></li> <li>• Ch3 Cross-Ref Assignment <b>Friday</b></li> <li>• Ch3 Quiz: <b>Friday</b></li> </ul>
<p><b>Week 4</b></p>	<p><b>Chapter 4: Alphabetical Indexing Rules (5-8)</b>  <b>Learning Objectives:</b>            1.) Index, code, and arrange personal and business names with titles and suffixes.            2.) Index, code, and arrange personal and business names with articles and particles.            3.) Index, code, and arrange business names with numbers.            4.) Index, code, and arrange the names of organizations and institutions.            5.) Apply alphabetic filing procedures.            6.) Prepare and arrange cross-references for business names.</p>	<ul style="list-style-type: none"> <li>• Ch4 Activity 4-1, 4-2, &amp; 4-3 <b>Friday</b></li> <li>• Ch4 RM Matching (A) <b>Friday</b></li> <li>• Ch4 Quiz: <b>Friday</b></li> </ul>



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	7.) Sort personal, business, organization, and institution names. 8.) Create and find information in a data base table. ***Using Microsoft Access	
<b>Week 5</b>	<b>Chapter 5: Alphabetical Indexing Rules (9-10)</b> <b>Learning Objectives:</b> 1.) Index, code, and arrange personal and business names that are identical. 2.) Index, code, and arrange government names. 3.) Apply alphabetic filing procedures. 4.) Prepare and arrange cross-references for foreign business and government names. 5.) Sort personal, business, and government names, 6.) Select appropriate subject categories to be used within an alphabetic arrangement. 7.) Create, sort, and query a database.	<ul style="list-style-type: none"> <li>• Ch5 Activity 1-1 <b>Friday</b></li> <li>• Ch5 Application 1-2 (A) <b>Friday</b></li> <li>• Ch5 Application 1-3 (M) <b>Friday</b></li> <li>• Ch5 Quiz: <b>Friday</b></li> </ul>
<b>Week 6</b>	<b>Chapter 6: ALPHABETIC RECORDS MANAGEMENT, EQUIPMENT, AND PROCEDURES.</b> <b>Learning Objectives:</b> 1.) Explain terms used in physical document records management systems. 2. Identify the basic types of equipment and supplies for physical document records storage. 3. Explain considerations for selecting storage equipment and supplies. 4. Discuss the advantages and disadvantages of the alphabetic method of records storage. 5. Describe types of information that should be determined before selection and design of an alphabetic records system.	<ul style="list-style-type: none"> <li>• Ch6 Assignment 6-1; 6-2; 6-4 <b>Friday</b></li> <li>• Ch6 Matching</li> <li>• Ch6 Quiz: <b>Friday</b></li> </ul>
<b>Week 7</b>	<b>Chapter 7: Storing, Retrieving, &amp; Transferring Records.</b> <b>Learning Objectives:</b> 1.) Explain the importance of developing and implementing a records retention program. 2.) List the four values of records, describe each, and provide an example of each value. 3.) Discuss the records inventory, including what it is, why it is done, and what it includes.	<ul style="list-style-type: none"> <li>• Ch7 Activity 7-1 to 7-3 <b>Friday</b></li> <li>• Ch7 Application 7-2 to 7-4 (A) <b>Friday</b></li> <li>• Ch7 Quiz: <b>Friday</b></li> </ul>



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	4.) Describe a records retention schedule and explain its purpose. 5.) Discuss manual and automated retrieval procedures. 6.) List reasons for transferring records. 7.) Discuss types of records center control files. 8.) List capabilities of typical records center software.	
<b>Week 8</b>	<b>Chapter 8: Subject Records Management</b> <b>Learning Objectives:</b> 1.) Define subject records management. 2.) List advantages and disadvantages of storing and retrieving records by subject. 3.) Compare the dictionary and encyclopedic subject file arrangements. 4.) Describe the guides, folders, and labels used for subject records storage. 5.) Describe four indexes and their use for subject records management. 6.) List the steps used when storing and retrieving records stored by them subjects. 7.) Use computer software to prepare an index for subject records. 8.) Store and retrieve records following subject records procedures.	<ul style="list-style-type: none"> <li>• Ch8 Activity 8-1; 8-3; 8-4 <b>Friday</b></li> <li>• Ch8 Quiz: <b>Friday</b></li> </ul>
<b>Week 9</b>	<b>Chapter 9: Numeric Records Management</b> <b>Learning Objectives:</b> 1.) Define numeric records management and list three reasons for its use. 2.) Describe the components of a consecutive numbering storage method and procedures for this method. 3.) Describe how to convert an alphabetic records arrangement to a consecutive numeric records arrangement. 4.) List advantages and disadvantages of using consecutive numeric records storage.	<ul style="list-style-type: none"> <li>• Ch9 Activity <b>Friday</b></li> <li>• Ch9 Application <b>Friday</b></li> <li>• Ch9 Quiz <b>Friday</b></li> </ul>



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	5.) Compare and contrast consecutive, terminal-digit, and middle-digit numeric records storage. 6.) Define chronologic records storage and explain its use. 7.) Compare and contrast block-numeric, duplex-numeric, decimal-numeric, and alphanumeric coding. 8.) Explain how computer indexes and database software can be used with numeric records management.	
<b>Week 10</b>	<b>Chapter 10: Geographic Records Management</b> <b>Learning Objectives:</b> 1.) Explain the need for geographic records management and the kinds of organizations that might use this method. 2.) Describe the geographic records storage method and procedures for this method. 3.) Explain the use of an alphabetic index in the geographic storage method. 4.) Describe the types of cross-references used in the geographic storage method and how they are stored. 5.) Describe how files are arranged using compass terms and how this method differs from general alphabetic filing.	<ul style="list-style-type: none"> <li>• Ch10 Activity <b>Friday</b></li> <li>• Ch10 Application <b>Friday</b></li> <li>• Ch10 Quiz <b>Friday</b></li> </ul>
<b>Week 11</b>	<b>Chapter 11: Electronic Records File Management</b> <b>Learning Objectives:</b> 1.) Describe each stage of the electronic records life cycle. 2.) Describe classifying electronic records using metadata, taxonomies, and file plans. 3.) Discuss retention and disposition of active and inactive electronic records. 4.) Describe electronic database elements and how to locate information in a database. 5.) Describe how database can be used in records management and e-commerce.	<ul style="list-style-type: none"> <li>• Ch11 Activity <b>Friday</b></li> <li>• Ch11 Application <b>Friday</b></li> <li>• Ch11 Quiz <b>Friday</b></li> </ul>
<b>Week 12</b>	<b>Chapter 12: Electronic and Image Records Management</b> <b>Learning Objectives:</b> 1.) Define electronic records and image records,	<ul style="list-style-type: none"> <li>• Ch12 Activity <b>Friday</b></li> <li>• Ch12 Application <b>Friday</b></li> <li>• Ch12 Quiz <b>Friday</b></li> </ul>





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	2.) Define magnetic, optical, and solid-state media and list two types of each media. 3.) Discuss records safety and security. 4.) Explain managing information on mobile devices, 5.) Explain the advantages and disadvantages of bring your own device (BYOD) policy for organizations. 6.) List and describe four factors related to microfilm quality. 7.) Discuss microfilming processes. Discuss image records retention.	
<b>Week 13</b>	<b>Chapter 13: Electronic Records Management Tools and Processes</b> <b>Learning Objectives:</b> 1.) Determine whether a document is a business record. 2.) Define electronic content and types of repositories. 3.) Describe the advantages of using cloud computing. 4.) Discuss the advantages and disadvantages of using "Microsoft SharePoint." 5.) Describe how ECM tools must meet business wants and RIM requirements. 6.) List business processes for electronic and physical records. 7.) Simulate the use of an ECM system, using metadata and a file plan.	<ul style="list-style-type: none"> <li>• Ch13 Activity <b>Friday</b></li> <li>• Ch13 Application <b>Friday</b></li> <li>• Ch13 Quiz <b>Friday</b></li> </ul>
<b>Week 14</b>	<b>Chapter 14 Managing a Rim Program</b> <b>Learning Objectives:</b> 1.) Discuss information governance. 2.) List 5 duties and responsibilities of a records and information management (RIM) manager. 3.) Discuss goals and objectives of the RIM program. 5.) List actions taken to implement a retention schedule. 6.) Define and describe the purpose of a records audit. 7.) Describe two ways in which to create a form.	<ul style="list-style-type: none"> <li>• Ch14 Activity <b>Friday</b></li> <li>• Ch14 Application <b>Friday</b></li> <li>• Ch14 Quiz <b>Friday</b></li> </ul>



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	8.) Explain the phases of a disaster recovery plan. 9.) Discuss social media use in organizations.	
<b>Week 15</b>	<b>Final Review</b>	
<b>Week 16</b>	<b>Final</b>	

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