IMPERIAL VALLEY COLLEGE

Basic Course Information

Semester:	**Spring 2024**	Instructor Name:	**Angelica Ruiz**
Course Title & #:	**Bus 169 Records and Information Management**	Email:	**angie.ruiz@imperial.edu**
CRN #:	**20541**		
Classroom:	**Room 803**	Office #:	**Room 809 - A**
Class Dates:	**February 12 – June 7, 2024**	Office Hours: Zoom Meeting# **883 3044 3724**	Monday 9:30 – 11:00 a.m. Tuesday 1:00 – 1:30 p.m. Wednesday 12:00 – 1:30 p.m. Thursday 10:00–10:30 a.m. (Zoom)
Class Days:	**Wednesday**	Office Phone #:	**(760) 355-6339**
Class Times:	10:00 a.m. – 12:00 p.m.	Emergency Contact:	**Tisha Nelson (760) 355-6161 tisha.nelson@imperial.edu**
Units:	2	Class Format:	

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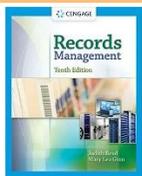
 Records Management 10th Edition *by [Judith Read] (Author), [Mary Lea Ginn] (Author)*

Course Requirements and Instructional Methods

Method of Evaluation: Instructional Methodology:

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

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

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

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

 2. Access the WIFI at the IVC campus,
    1. Park in parking lots "I & J"
    2. Log into the IVC student WIFI by using their IVC email and password.
        a. The parking lots will be open Monday through Friday from 8:00 a.m. to 7:00 p.m.
        b. Guidelines for using parking WIFI:
            i. 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

Methods of Evaluation

Assignments	**30%**
Tests	**30%**
Access Project	**30%**
Final Exam	**10%**

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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 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
Week 1	Syllabus Introductions	Introductions
Week 2	Chapter 1: Records and Information Management	*Discussion Questions *Ch. 1 assignment *Ch. 1 quiz
Week 3	Chapter 2: The Rim Environment	*Discussion Questions *Ch. 2 assignment *Ch. 2 quiz
Week 4	Chapter 3: Alphabetic Indexing Rules 1-4	*Discussion Questions *Ch. 3 assignment *Ch. 3 quiz
Week 5	Chapter 4: Alphabetic Indexing Rules 5-8	*Discussion Questions *Ch. 4 assignment *Ch. 4 quiz
Week 6	Chapter 5: Alphabetic Indexing Rules 9-10	*Discussion Questions *Ch. 5 assignment *Ch. 5 quiz
Week 7	Chapter 4 & 5 Access	
Week 8	Chapter 6: Alphabetic Records Management, Equipment, and Procedures	*Discussion Questions *Ch. 6 assignment *Ch. 6 quiz
Week 9	Chapter 6 Access	
Week 10	Chapter 7: Storing, Retreating, and Transferring Records	*Discussion Questions (150-200 words) & two Responses (50 words minimum) *Ch. 7 assignment *Ch. 7 quiz
Week 11	Chapter 8: Subject Records Management	*Discussion Questions *Ch. 8 assignment *Ch. 8 quiz
Week 12	Chapter 8 Access	*
Week 13	Chapter 9: Numeric Records Management	*Discussion Questions *Ch. 9 assignment *Ch. 9 quiz
Week 14	Chapter 9 Access	
Week 15	Chapter 10: Geographic Records Management	*Discussion Question *Ch. 10 assignment *Ch. 10 test
Week 16	Final Test	

Subject to change without prior notice