IMPERIAL VALLEY COLLEGE

Basic Course Information

Semester:	**Spring 2026**	Instructor Name:	**Noel Ortiz Jr.**
Course Title & #:	**BUS 169: Records and Information Management**	Email:	**noel.ortiz@imperial.edu**
CRN #:	**11361**	Webpage (optional):	
Classroom:	**BLDG: 800; RM: 801**	Office #:	**Part-Time Faculty Office**
Class Dates:	**February 16th, 2026 – June 5th, 2026**	Office Hours:	**Monday & Wednesday 1:00 PM – 2:00 PM**
Class Days:	**Monday & Wednesday**	Office Phone #:	**(760) 222-5029**
Class Times:	**6:00 PM – 8:05 PM**	Emergency Contact:	
Units:		Class Format/Modality:	

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

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

Course Grading Based on Course Objectives

Letter Grade

Updated 11/2024

Category	Total Points	Weight (%)
Team Assignments	60 pts	5.8%
Individual Assignments (Non-self-check)	515	50.0%
Individual Assignments (Self-checks)	75 pts	7.3%
Discussions	165 pts	16.0%
Quizzes/Tests (Midterm & Final)	215 pts	20.9%
Total	1,030	100%

Letter Grade	Total Points
A	927 – 1,030
B	824 – 926
C	721 – 823
D	618 – 720
F	0 – 617

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. If there is any uncertainty about 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 inaccessible content, 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 & Participation (Graded Component)

Regular and punctual attendance is essential to student success and class cohesion. Attendance will be **graded weekly**, based on:

- Presence in class
- Prompt arrival and full-time engagement

- Participation in discussions, group work, or activities

📌 Excessive absences (more than two unexcused) will impact your final grade. Please communicate any anticipated absences in advance.

🎓 Academic Integrity

All students are expected to uphold the college's standards of academic honesty. This includes:

- Submitting original work
- Properly citing sources
- Avoiding plagiarism, cheating, or unauthorized collaboration

🔴 Violations will result in disciplinary action, which may include a failing grade for the assignment or the course, in accordance with college policy.

💬 Netiquette & Technology Use

While this is an in-person course, digital devices (laptops, tablets, etc.) may be used for academic purposes only. Please:

- Silence phones before class begins
- Avoid texting, gaming, or browsing unrelated websites
- Communicate respectfully during group chats or shared platforms

✨ Respectful digital and verbal interactions build a positive learning space for all.

🏫 Classroom Behavior

Professionalism and mutual respect are key. Students are expected to:

- Arrive on time and prepared
- Listen actively and allow others to speak
- Maintain a respectful tone even when disagreeing
- Refrain from disruptive behavior (sidebar conversations, sleeping, etc.)

🌟 Disruptive behavior may result in dismissal from class or a deduction in participation points.

📅 Deadlines & Make-Up Work

Assignments are expected on the date listed. Late work policies:

- Assignments submitted up to 3 days late may lose up to 20% credit
- After 3 days, work may not be accepted unless prior arrangements are made
- Quizzes or in-class work missed due to unexcused absence may not be made up

⏳ Always communicate early if challenges arise.

Financial Aid

Your Grades Matter! In order to continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement. Makings 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.

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	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1	**Syllabus & Introduction** **Module 1 | Records Management** **Learning Objectives** • **Discuss the reasons that businesses and individuals need records and information.** • **Identify records, record types, and the value of the record to an organization.** • **Describe the life cycle of records and information.** • **Identify the various kinds of physical and electronic record formats.**	• **Week 1 | Discussion** • **Week 1 | Team Assignment** • **Week 1 | Individual Assignment**
Week 2	**Module 2 | RIM Environment** **Learning Objectives** • **Identify and define electronic business activities.** • **Define records and information programs for managing records.** • **Identify common problems and challenges for records systems.** • **Describe the legal considerations and relevant legislation impacting records and information management.**	• **Week 2 | Discussion:** • **Assignment** • **Week 2 | Individual Assignment** • **Week 2 | Team Assignment**
Week 3	**Module 3 | Chapter 3: Alphabetical Indexing Rules (1-4)** **Learning Objectives** • **Explain the need for indexing rules in alphabetic storage of names and the importance of following these rules consistently.** • **Index, code, and arrange personal and business names in indexing order of units.** • **Index, code, and arrange minor words and symbols in business names.**	1. **Week 3 | Individual Assignment #1** 2. **Week 3 | Individual Assignment #2** 3. **Week 3 | Individual Assignment #3** 4. **Week 3 | Individual Assignment #4** 5. **Week 3 | Individual Assignment #5** 6. **Week 3 | In-class discussion**

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Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
	• **Index, code, and arrange names with punctuation and possessives.** • **Index, code, and arrange names with single letters and abbreviations.** • **Apply alphabetic fling procedures.** • **Prepare and arrange cross-references for personal and business names.** • **Sort personal and business names.**	
Week 4	**Module 4 | Chapter 4: Alphabetical Indexing Rules (5-8)** **Learning Objectives** • **Index, code, and arrange personal and business names with titles and suffixes.** • **Index, code, and arrange personal and business names with articles and particles.** • **Index, code, and arrange business names with numbers.** • **Index, code, and arrange the names of organizations and institutions.** • **Apply alphabetic filing procedures.** • **Prepare and arrange cross-references for business names.** • **Sort personal, business, organization, and institution names.** • **Create and find information in a data base table. ***Using Microsoft Access**	• **Week 4 | Individual Assignment #1** • **Week 4 | Individual Assignment #2** • **Week 4 | Individual Assignment #3** • **Week 4 | Individual Assignment #4** • **Week 4 | In-class Discussion**
Week 5	**Module 5 | Chapter 5: Alphabetical Indexing Rules (9-10)** **Learning Objectives** • **Index, code, and arrange personal and business names that are identical.** • **Index, code, and arrange government names.** • **Apply alphabetic filing procedures.** • **Prepare and arrange cross-references for foreign business and government names.** • **Sort personal, business, and government names,** • **Select appropriate subject categories to be used within an alphabetic arrangement.** • **Create, sort, and query a database.**	• **Week 5 | Individual Assignment #1** • **Week 5 | Individual Assignment #2** • **Week 5 | Individual Assignment #3** • **Week 5 | Individual Assignment #4** • **Week 5 | Individual Assignment #5** • **Week 5 | In-class Discussion**

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 6	**Module 6 | Chapter 6: Alphabetic Records Management, Equipment, & Procedures** **Learning Objectives** • **Explain terms used in physical document records management systems.** • **Identify the basic types of equipment and supplies for physical document records storage.** • **Explain considerations for selecting storage equipment and supplies.** • **Discuss the advantages and disadvantages of the alphabetic method of records storage.** • **Describe types of information that should be determined before selection and design of an alphabetic records system.**	• **Week 6 | Individual Assignment** • **Week 6 | Team Exercise** • **Week 6 | In-class Discussion**
Week 7	**Module 7 | Chapter 7: Storing, Retrieving, and Transferring Records** **Learning Objectives** • **Explain the importance of developing and implementing a records retention program.** • **List the four values of records, describe each, and provide an example of each value.** • **Discuss the records inventory, including what it is, why it is done, and what it includes.** • **Describe a records retention schedule and explain its purpose.** • **Discuss manual and automated retrieval procedures.** • **List reasons for transferring records.** • **Discuss types of records center control files.** • **List capabilities of typical records center software.**	• **Week 7 | Team Assignment** • **Week 7 | Individual Assignment** • **Week 7 | In-class Discussion** •
Week 8	**Module 8 | Chapter 8: Records Management** **Learning Objectives** • **Define subject records management.** • **List advantages and disadvantages of storing and retrieving records by subject.** • **Compare the dictionary and encyclopedic subject file arrangements.** • **Describe the guides, folders, and labels used for subject records storage.**	• **Week 8 | Discussion** • **Week 8 | Individual Assignment**

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
	• **Describe four indexes and their use for subject records management.** • **List the steps used when storing and retrieving records stored by them subjects.** • **Use computer software to prepare an index for subject records.** • **Store and retrieve records following subject records procedures.**	
Week 9	**Module 9 | Midterm Review: Alphabetical Indexing Rules (1-4), (5-8), & (9-10)** **By the end of this week, you should be able to:** • **Accurately apply Indexing Rules 1 through 10 to a variety of names and terms** • **Distinguish and organize business names, government entities, and identical names correctly** • **Code and cross-reference record entries using alphabetical filing standards**	• **Midterm Review Assignments**
Week 10	**Module 10 | Chapter 9: Numeric Records Management** **Learning Objectives** • **Define numeric records management and list three reasons for its use.** • **Describe the components of a consecutive numbering storage method and procedures for this method.** • **Describe how to convert an alphabetic records arrangement to a consecutive numeric records arrangement.** • **List the advantages and disadvantages of using consecutive numeric records storage.** • **Compare and contrast consecutive, terminal-digit, and middle-digit numeric records storage.** • **Define chronologic records storage and explain its use.** • **Compare and contrast block-numeric, duplex-numeric, decimal-numeric, and alphanumeric coding.**	• **Week 10 | Midterm Test.** • **Week 10 | Individual Assignment** • **Week 10 | In-class Discussion**

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
	• Explain how computer indexes and database software can be used with numeric records management.	
Week 11	**Module 11 | Chapter 11: Electronic Records File Management** **Learning Objectives** • **Describe each stage of the electronic records life cycle.** • **Describe classifying electronic records using metadata, taxonomies, and file plans.** • **Discuss retention and disposition of active and inactive electronic records.** • **Describe electronic database elements and how to locate information in a database.** • **Describe how database can be used in records management and e-commerce**	• **Week 11 | Individual Assignment** • **Week 11 | Individual Assignment** • **Week 11 | In-class Discussion**
Week 12	**Module 12 | Chapter 12: Electronic Media and Image Records** **Learning Objectives** • **Define electronic records and image records,** • **Define magnetic, optical, and solid-state media and list two types of each media.** • **Discuss records safety and security.** • **Explain managing information on mobile devices,** • **Explain the advantages and disadvantages of bring your own device (BYOD) policy for organizations.** • **List and describe four factors related to microfilm quality.** • **Discuss microfilming processes.** • **Discuss image records retention.**	• **Week 12 | Discussion** • **Week 12 | Individual Assignment**
Week 13	**Module 13| Chapter 13: Electronic Records Management Tools and Processes** **Learning Objectives** • **Determine whether a document is a business record.** • **Define electronic content and types of repositories.** • **Describe the advantages of using cloud computing.**	• **Week 13 | Individual Assignment #1** • **Week 13 | Individual Assignment #2** • **Week 13| In-class Discussion**

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
	• Discuss the advantages and disadvantages of using "Microsoft SharePoint." • Describe how ECM tools must meet business wants and RIM requirements. • List business processes for electronic and physical records. • Simulate the use of an ECM system, using metadata and a file plan	
Week 14	**Module 14 | Chapter 14: Managing a RIM Program** **Learning Objectives** • Discuss information governance. • List 5 duties and responsibilities of a records and information management (RIM) manager. • Discuss goals and objectives of the RIM program. • List actions taken to implement a retention schedule. • Define and describe the purpose of a records audit. • Describe two ways in which to create a form.	• **Week 14 | Individual Assignment #1** • **Week 14 | Individual Assignment #2** • **Week 14 | In-class Discussion**
Week 15	**Module 15 | Final Review** **Learning Objectives** • Identify and classify different record types using practical business examples. • Compare media formats used for electronic and image records. • Practice applying classification logic using codes, taxonomies, and file plans. • Explore technologies that support accurate record retention and retrieval	• **Week 15 | Chapter 9: Final Review Assignment** • **Week 15 | Chapter 11: Final Review Assignment** • **Week 15 | Chapter 12: Final Review Assignment** • **Week 15 | Chapter 13: Final Review Assignment** • **Week 15 | Chapter 14: Final Review Assignment**
Week 16	**Module 16 | Final Week**	

Subject to change without prior notice