

BUS 169, Records Management
 Fall 2013: Friday 8:00 to 10:05 a.m.
 Syllabus

INSTRUCTOR:	Alison Jill Brock, CPA (inactive), MSAcc. Office: 1713 Email: alison.brock@imperial.edu Phone: 760-355-6485
COURSE OBJECTIVE:	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. (CSU)
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).
REQUIRED Materials:	Read, <u>Records Management (w/CD)</u> , 9 th , ISBN: 9780538731416, Cengage Flash drive for electronic records
GRADING SCALE:	A 90% -100% B 80% - 89% C 70% - 79% D 60% - 69% F 0% - 59%
GRADING:	Grades will be posted regularly on Blackboard. You may earn up to 1,200 points, as follows: 360 points on practice exercises (30 points per chapter, 12 chapters) 840 points on exams (70 points per chapter, 12 chapter) Therefore, to earn an A, you must earn at least (1,200 X 90%) 1,080 points. To earn a B, you must earn at least (1,200 X 80%) 960 points. And so forth.... No points are awarded for attendance. However, many exercises and all exams are completed in class without makeups. If you are absent, you are unable to earn points. Also, I will not drop students for failing to attend.

PRACTICE EXERCISES:	You will complete electronic records management assignments during class using Access databases. Regular reading and paper/pencil reinforcement exercises will be assigned after each chapter discussion.
EXAMS:	Exams must be taken in class, as scheduled, through our Blackboard site. We will follow IVC's cheating policy.
NEED FOR ASSISTANCE:	If you have any condition, such as a physical or learning disability, for which you need extra assistance, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations are made. You should also meet with the Disabled Student Programs & Services support staff and counselors.
SCHEDULE:	
Week 1	Chapter 1: Records Management
Week 2	Quiz: Chapter 1 Chapter 2: Alphabetic Indexing Rules (Part 1)
Week 3	Chapter 3: Alphabetic Indexing Rules (Part 2)
Week 4	Chapter 4: Alphabetic Indexing Rules (Part 3)
Week 5	Exam: Chapters 2, 3, 4
Week 6	Chapter 5: Electronic File Management
Week 7	Chapter 6: Alphabetic Records Management, Equipment, and Procedures
Week 8	Chapter 7: Storing, Retrieving, and Transferring Records Exam
Week 9	Exam: Chapters 5, 6, 7
Week 10	Chapter 8: Subject Records Management
Week 11	Chapter 9: Numeric Records Management
Week 12	Chapter 10: Geographic Records Management Exam
Week 13	Exam: Chapters 8, 9, 10 Chapter 11: Electronic and Image Records
Week 14	Complete Chapter 11 Chapter 12: The Records and Information Management Program
Week 15	Thanksgiving Holiday
Week 16	Exam: Chapters 11, 12; Congratulations, you did it! :)

Tentative, subject to change without prior notice