



School of Business and Leadership

**RECM 100**

**Records Management**

**Term: Winter 2022**

**Number of Credits: 3**

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### Course Outline

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|-------------------------|-------------------|----------------------|--------------------------------|
| <b>INSTRUCTOR:</b>      | Philip Mullin     | <b>OFFICE HOURS:</b> | Wednesday/Friday 12:00-1:00pm  |
| <b>OFFICE LOCATION:</b> | online (Zoom)     | <b>CLASSROOM:</b>    | N/A (online via Zoom)          |
| <b>E-MAIL:</b>          | pmullin@yukonu.ca | <b>TIME:</b>         | Fridays 1:00–2:30pm (optional) |
| <b>TELEPHONE:</b>       | 867.668.8756      | <b>DATES:</b>        | January 4 – March 11           |

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### COURSE DESCRIPTION

In this 25-hour course, students will learn about the value of records management and its necessity to running an effective business. The efficient storage and retrieval of information (correspondence, cards, client files) is important in any type of business. Students will learn how to file records using the main filing systems: alphabetic, numeric, geographic and subject.

Students will learn and be able to apply the standardized ARMA (Association of Records Managers and Administrators) rules for alphabetic indexing while working through various filing simulations.

In addition, the course will introduce how electronic databases can be used in records management.

### COURSE REQUIREMENTS

Prerequisite(s): MICRO 105 (Access) with a C grade or higher

### EQUIVALENCY OR TRANSFERABILITY

Receiving institutions determine course transferability. Find further information at:

<https://www.yukonu.ca/admissions/transfer-credit>

## LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

1. apply the ARMA rules of filing to process and file correspondence
2. index the names of individuals.
3. index the names of organizations
4. index governmental department
5. organize file correspondence using an alphabetic, numeric, geographic, or subject filing system.
6. cross-reference documents.
7. requisition, charge-out, and follow-up on records.

## COURSE FORMAT

The instructor's role is to facilitate learning in a workshop format. The format of the course will include online lectures, field trips (potentially, given COVID-19 restrictions), individual work, and filing simulation. New recorded lectures will be posted online via Zoom every Monday. Friday afternoon check-in classes are not mandatory. Assignments are due Sundays following the check-in class. For effectiveness and value of the learning process, remaining updated with weekly lectures and assignments is essential.

Email and regular, frequent internet access are an important part of this course. The instructor will communicate through the assigned Yukon University email addresses and the Moodle course website. Checking your Yukon University email daily is necessary to keep up with class activities. The use of the Moodle course website is mandatory.

## ASSESSMENTS:

### Assignments

There are twelve assignments in this course. Eleven practical applications and one interview assignment/presentation.

Your instructor maintains the discretion to treat each situation of late assignments and missed tests individually. Each Monday, a new lecture and course material will be posted. All assignments must be handed in ***the following Sunday by midnight*** unless previous arrangements have been made ***in writing*** with the instructor.

**Late assignments will lose 10% per day penalty for each of the first three days. No assignment will be marked after the three-day penalty period.**

If you feel you have a valid reason why you should not be subject to the penalty, it is your responsibility, as soon as you return, to inform your instructor. All late assignments that are submitted for grading purposes must be accompanied by a written explanation that includes the following:

- Your name

- Course name
- Reason for late (doctor's note if applicable)
- Original due date
- Date submitted

If you know ahead of time that you will be absent, it is your responsibility to provide a written explanation to your instructor. Arrangements can then be made with your instructor for your assignment due dates.

## Tests

There will be five quizzes (each worth 4 percent of your grade). Quizzes will be available online through the course Moodle page as per the course syllabus.

This course has one final exam. For the final exam, you may create a reference sheet. The sheet must be approved by the instructor at a minimum of 24 hours before the exam.

No reference materials other than those specified by the instructor are allowed during the term test or final. The final exam is a three-hour exam, and it must be completed within the allotted time.

In order to pass this course, students must obtain 60% or more in the course.

If you are unable to write the final exam for any reason, you must provide advance notice in order to have an opportunity to write at a later date. A doctor's note should be obtained if the reason for missing the assessment is illness. The final exam must be written within 3 days of your return.

## EVALUATION

|                  |            |
|------------------|------------|
| Assignments (12) | 40%        |
| Quizzes (5)      | 20%        |
| Interview        | 10%        |
| Final Exam       | <u>30%</u> |
| Total            | 100%       |

## COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for important dates.

## TEXTBOOKS & LEARNING MATERIALS

1. Ralph M. Holmes & Kathleen K. Conway, Glencoe Filing Made Easy: A Filing Simulation, 4th Edition
2. 5 x 3 inch index cards (a package of 100)

## ACADEMIC INTEGRITY

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission,

[www.yukonu.ca](http://www.yukonu.ca)

aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

## **ACADEMIC ACCOMMODATION**

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations by contacting the Learning Assistance Centre (LAC): [LearningAssistanceCentre@yukonu.ca](mailto:LearningAssistanceCentre@yukonu.ca).

## TOPIC OUTLINE

### RECM 100 COURSE SCHEDULE: JAN 5 – MAR 11, 2022

| Week | DATE             | TOPICS FOR THE WEEK   | Assignments & Quizzes  |
|------|------------------|---|--|
| 1    | Jan 5-9          | Intro to Records Management<br>What is Records Management   |  |
| 2    | Jan 10-16        | Unit 1: Alphabetic Filing<br>Section One: Rules 1 – 5<br>Section Two: Rules 6 – 10  | Quiz 1 &<br>Practical Application 1, 2 and 3<br>(Due: Jan. 16)                   |
| 3    | Jan 17-23        | Unit 1: Alphabetic Filing<br>Section Three: Rules 11 – 15<br>Section Four: Rules 16 – 20  | Quiz 2 &<br>Practical Application 4, 5, 6 and 7<br>(Due: Jan. 23)                |
| 4    | Jan 24-30        | Unit 2: Alphabetic Correspondence Filing<br>Ch 6: Inspecting, Indexing, Coding, Sorting, Cross-Referencing<br>CH7: Requisition, charge-out, and follow-up on records. | Quiz 3 &<br>Practical Application 8<br>(Due: Jan. 30)                            |
| 5    | Jan 31-Feb 6     | Unit 6: Filing Documents Electronically<br>Unit 3: Geographic Filing  | Quiz 4 &<br>Practical Application 9<br>(Due: February 6)                         |
|      | <b>Feb 7</b>     | <b>Last day to withdraw from RECM 100 without academic penalty</b>  |  |
| 6    | Feb 7-13         | Unit 4: Subject Filing<br>Unit 5: Numeric Filing  | Quiz 5 &<br>Practical Application 10 and 11<br>Numeric Job<br>(Due: February 13) |
| 7    | Feb 14-20        | <b>“In-person” Interviews:</b> Students interview office professionals about filing systems   |  |
|      | <b>Feb 21-27</b> | <b>READING WEEK – No Formal Classes (Feb 25 Territorial Holiday)</b>  |  |
| 8    | Feb 28-Mar 6     | <b>Student Presentations</b> on Interview Experience  | Interview Assignment<br>(Due by: March 6)  |
| 9    | Mar 11           | <b>FINAL EXAM</b> (Date and format to be confirmed)   | <b>FINAL EXAM</b>  |