

**COURSE OUTLINE**

**RECM 100z**

**RECORDS MANAGEMENT 100z**

**1.5** **CREDITS**

PREPARED BY: Meg Walker, Instructor DATE: November 25, 2019

APPROVED BY: Stephen Mooney, Interim Dean DATE: December 19, 2019

APPROVED BY ACADEMIC COUNCIL: Click or tap to enter a date

RENEWED BY ACADEMIC COUNCIL: Click or tap to enter a date





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Version 1.2 revised and approved by Academic Council: April 17, 2019

Academic Council, Governance Office

Academic Council MyYC: Policies, Procedures and Forms

**RECORDS MANAGEMENT 100z**

**INSTRUCTOR:** Meg Walker  **OFFICE HOURS:** Mon. 3 – 4 pm, or

by appointment

**OFFICE LOCATION:** online **CLASSROOM:** Zoom room

https://yukoncollege.zoom.us/j/693547543

**E-MAIL:** [mwalker@yukoncollege.yk.ca](mailto:mwalker@yukoncollege.yk.ca) **TIME:** Wednesdays 2:30 – 4:00

**TELEPHONE:** (867) 456-8575  **DATES:** Jan. 8 – Mar. 5, 2020

**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.

**PREREQUISITES**

MICRO 105 (Access) with a C grade or higher

**RELATED COURSE REQUIREMENTS**

Course is online. PC computer with Access software is required for one assignment.

**EQUIVALENCY OR TRANSFERABILITY**

None

**LEARNING OUTCOMES**

Upon successful completion of the course, students will be able to apply the ARMA rules of filing to process and file correspondence using any one of the four main filing systems; prepare necessary cross-references; and handle requests for records, charge-outs, and follow-ups.

Upon completion of the course, you should be able to apply the rules of filing to:

1. Index the names of individuals.
2. Index the names of organizations
3. Index governmental department
4. Organize file correspondence using an alphabetic, numeric, geographic, or subject filing system.
5. Cross-reference documents.
6. 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, individual work, and filing simulation. New lectures are conducted online via Zoom every Wednesday, and recordings will be available by Wednesday 6 p.m. Assignments from Wednesday lectures are due the following Tuesday. 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 College email addresses and the Moodle course website. Checking the Yukon College email daily is necessary to keep up with class activities. The use of the Moodle course website is mandatory.

**ASSESSMENTS:**

**Attendance & Participation**

Regular adherence to the course outlined schedule is essential. Because the material covered each week is cumulative, missing a week will put you at a disadvantage.

You are responsible for reading the text ahead of class as the classes are designed to highlight the content in the text. The instructor will base lectures and activities on the assumption that you have already reviewed or read the material for that week.

**Assignments**

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

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| **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**

This course has one final exam. For the final exam, you may create a cheat 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:**

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| --- | --- |
| Assignments (12) | 40% |
| Quiz | 20% |
| Interview | 10% |
| Final Exam | 30% |
| Total | 100% |

## Grades on Transcript

For transcript purposes, percentage marks are converted into letter grades according to the following system:

A = 90–100

B = 80–89

C = 70–79

D = 60–69

F = under 60 Fail

**REQUIRED TEXTBOOKS AND MATERIAL**

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)
3. Ten file folders (letter-size)

**ACADEMIC AND STUDENT CONDUCT**

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

**PLAGIARISM**

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

**YUKON FIRST NATIONS CORE COMPETENCY**

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

**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 College Academic Regulations (available on the Yukon College website). It is the student’s responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC): lac@yukoncollege.yk.ca.

**TOPIC OUTLINE**

| **RECM 100 LECTURE SCHEDULE: JAN 8 – MAR 5, 2020** | | | |
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| **Week** | **DATE** | **TOPICS FOR THE WEEK** | **Assignments & Quizzes** |
| 1 | Jan. 8 | Intro to Records Management  What is Records Management |  |
| 2 | Jan. 15 | Unit 1: Alphabetic Filing  Section One: Rules 1 – 5  Section Two: Rules 6 – 10 | Practical Application  1, 2 and 3  (Due: Jan. 21) |
| 3 | Jan. 22 | Unit 1: Alphabetic Filing  Section Three: Rules 11 – 15  Section Four: Rules 16 – 20 | Practical Application  4, 5, 6 and 7  (Due: Jan. 28) |
| 4 | Jan. 29 | Unit 2: Alphabetic Correspondence Filing  Ch 6: Inspecting, Indexing, Coding, Sorting, Cross-Referencing  CH7: Requisition, charge-out, and follow-up on records. | Practical Application 8  (Due: February 4) |
| 5 | Feb. 5 | Unit 6: Filing Documents Electronically  Unit 3: Geographic Filing | **Quiz:** Rules 1 – 20  (must be proctored)  Practical Application 9  (Due: February 11) |
| 6 | Feb. 12 | Unit 4: Subject Filing  Unit 5: Numeric Filing | Practical Application  10 and 11  Numeric Job  (Due: February 18) |
| 7 | Feb. 19 | **In-house Interviews:** Students interview personnel about filing systems |  |
| 8 | Feb. 26 | **Student Presentations** on Interview Experience | Interview Assignment  (Due by: March 1) |
| 9 | Mar. 5 | FINAL EXAM | **FINAL EXAM**  (must be proctored) |