



COURSE OUTLINE

RECM100

RECORDS MANAGEMENT

25 HOURS

1.5 CREDITS

PREPARED BY: Philip Mullin, Instructor

DATE: December, 2017

APPROVED BY: Margaret Dumkee, Dean

DATE: December, 2017

APPROVED BY ACADEMIC COUNCIL



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RECORDS MANAGEMENT

INSTRUCTOR:	Philip Mullin	OFFICE HOURS:	T/Th 12-3pm
OFFICE LOCATION:	A2431	CLASSROOM:	A2406
E-MAIL:	pmullin@yukoncollege.yk.ca	TIME:	M/W 10:30-12:00
TELEPHONE:	(867) 668-8758	DATES:	Jan. 3 - Feb. 28

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
- 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

MICR 105 (Access)

EQUIVALENCY OR TRANSFER

None

LEARNING OUTCOMES

After completing 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 in order to:

- Index the names of individuals
- Index the names of organizations
- Index governmental department
- Organize file correspondence using an alphabetic, numeric, geographic, or subject filing system
- Cross-reference documents
- Requisition, charge-out, and follow-up on records

DELIVERY METHODS/FORMAT

The instructor's role is to facilitate learning in a workshop format. The format of the course will include lectures, field trips, group work, individual work, and filing simulation. Sessions will take place in the classroom or the computer lab. For effectiveness and value of the learning process, your attendance and full participation in class sessions are essential.

ASSESSMENTS

Attendance and participation

Regular attendance and participation are essential. Because the material covered in class is cumulative, missing classes will put you at a disadvantage.

If you do miss a class, please let the instructor know (in advance if possible), and the instructor will tell you how to make up for the missed class. Upon returning to class, you are responsible for checking with the instructor to get work or handouts missed during absence(s).

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 day.

Assignments

Your instructor maintains the discretion to treat each situation of late assignments and missed tests individually.

All assignments must be handed in *before the beginning of class* on the day requested 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.

Final Exam

For the final exam, you may create a cheat sheet. The sheet must be approved by the instructor 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.

Challenging the Final Exam

If you feel you already know the material to be covered in RECM 100, you should speak to your instructor about challenging the final exam. You may challenge the exam ONCE. The exam must be taken on or before **January 27, 2018**. The College course challenge fee will apply.

If you challenge the final exam, you will receive a CC on your transcript. The passing standard is 80%. If you do not meet the passing standard, you are required to complete the whole course in the usual manner.

FINAL POINT FOR WITHDRAWAL

Students may officially withdraw from a course or program without academic penalty until one half of the course contact hours have been completed. The last day that a student may formally withdraw from RECM100 without academic penalty is **Wednesday, January 31, 2018**. Failure to complete the course from that date will result in an “F” on your transcript.

In order to withdraw, a student must submit an official withdrawal form obtained from the Registrar’s Office, or a signed, dated letter that clearly outlines the course name, number and section.

EVALUATION

A final grade for the course will be assigned on the following basis:

Assignments and quiz	70%
Final Exam	<u>30%</u>
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

TEXT AND 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)
3. Ten file folders (letter-size)

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the Academic Regulations:

http://www.yukoncollege.yk.ca//downloads/Yukon_College_2016-17_Academic_Calendar_and_Regulations.pdf

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when students present the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper 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.

CHEATING

Cheating involves actual, intended, or attempted deception and/or dishonest action in relation to any academic work of Yukon College. The penalties for academic dishonesty are severe and are described in section 4.02 and 4.03 of Yukon College's Academic Regulations and Procedures.

Examples of cheating include the following:

Taking unauthorized material into an evaluation and/or talking or communicating with another student during an evaluation. Unauthorized material in an evaluation will be regarded as attempted deception. Unauthorized material includes any notes/documents on your person and non-permitted equipment/devices (e.g. a prohibited model of calculator or an iPhone). If after the evaluation has started it is discovered that you have unauthorized material in your possession, including any information written on a part of your body or on clothing, it will automatically be assumed that cheating has taken place. The consequence will be the award of a mark of zero for the evaluation affected. Talking or communicating with another student during an evaluation is also considered cheating. You are not allowed to talk or communicate in any way with another student whilst you are in the evaluation room. Talking or communicating with another student during an evaluation may result in you receiving a mark of zero for the evaluation affected.

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.

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) at (867) 668-8785 or lassist@yukoncollege.yk.ca.

Records Management 100 Syllabus (Subject to revision)

SUBJECT TO CHANGE - PLEASE BE FLEXIBLE!

CLASS	DATE	TOPICS	ASSIGNMENT DUE	
1	Wednesday, January 3	Intro to Records Management What is Records Management Alphabetic Filing	Read Section One	
2/3	Monday, January 8 (Class will be 8:30 to noon)	Section One: Rules 1 - 5 Review Exercise 1 Reinforcement Exercise 1 Practical Application 1 (pp. 13 - 14) Proficiency Checkup 1 (pg. 87)	Read Section Two Practical Application 1 Proficiency Checkup 1	
4	Wednesday, January 10	Section Two: Rules 6 - 10 Review Exercise 2 Reinforcement Exercise 2 Practical Application 2 & 3 (pg. 22) Quiz: Rules 1 - 10	Read Section Three Practical Application 2 & 3	Practical Application 1 Proficiency Checkup 1
5	Monday, January 15	Section Three: Rules 11 - 15 Review Exercise 3 Reinforcement Exercise 3 Practical Application 4 & 5	Read Section Four Practical Application 4 & 5	Practical Application 2 & 3

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6	Wednesday, January 17	Section Four: Rules 16 - 20 Review Exercise 4 Reinforcement Exercise 4 Practical Application 6 & 7	Read Unit Two Practical Application 6 & 7	Practical Application 4 & 5
7	Monday, January 22	Quiz: Rules 1 - 20 Unit Two Alphabetic Correspondence Filing Inspecting, Indexing, Coding, Sorting, Cross-Referencing Self-Check 21-26 Practical Application 8	Practical Application 8	Practical Application 6 & 7
8	Wednesday, January 24	FIELD TRIP: YTG Records Centre (Meet at Records Centre on Burns Rd by 10:30am)		
9	Monday, January 29	Requisition, charge-out, and follow-up on records.	Read Unit Six	Practical Application 8
10	Wednesday, January 31	Unit Six Filing Documents Electronically Self-Check 27 Lab time	Read Unit Three	
11	Monday, February 5	Unit Three Geographic Filing Practical Application 9 Lab time	Read Unit Four Practical Application 9	

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12	Wednesday, February 7	Unit Four Subject Filing Practical Application 10	Read Unit Five Practical Application 10	Practical Application 9
13	Monday, February 12	Unit Five Numeric Filing Practical Application 11	Practical Application 11	Practical Application 10
14	Wednesday, February 14	In-house Interviews: Student pairs interview College staff about filing systems.		Practical Application 11
15	Monday, February 26	Student Presentations on Interview Experience		Numeric Job
	Wednesday, February 28	FINAL EXAM (Start exam in room 2406 - exam includes an electronic component which will be completed in room 2408)		Interview Assignment FINAL EXAM