Yukon University

COURSE OUTLINE

RECM 100
RECORDS MANAGEMENT

1.5 CREDITS

PREPARED BY: Jennifer Moorlag, Instructor
DATE: October 30, 2020

APPROVED BY: Ernie Prokopchuk, Interim Dean
DATE: November 11, 2020

APPROVED BY SENATE: Click or tap to enter a date
RENEWED BY SENATE: Click or tap to enter a date
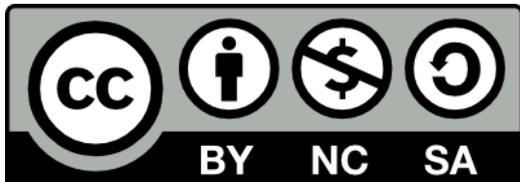
Records Management

INSTRUCTOR: Jennifer Moorlag	**OFFICE HOURS:** Monday noon - 1:30pm Tuesday 11:30 – 1:00pm
OFFICE LOCATION: Ayamdigut	**CLASSROOM:** N/A (online via Zoom)
E-MAIL: jmoorlag@yukonu.ca	**TIME:** Fridays 1 – 2:30pm (optional**)**
TELEPHONE: 867.668.8756	**DATES:** January 4 – March 5, exam March 9

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

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 you Yukon University email daily is necessary to keep up with class activities. The use of the Moodle course website is mandatory.

Attendance & Participation
Regular adherence to the course outline schedule is essential. Because the material covered each week is cumulative, missing a week will put you at a serious 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.

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	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 University.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon University 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 University program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukonu.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 University

Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, they should contact the Learning Assistance Centre (LAC): lac@yukonu.ca.

TOPIC OUTLINE

RECM 100 COURSE SCHEDULE: JAN 4 – MAR 9, 2021

Week	DATE	TOPICS FOR THE WEEK	Assignments & Quizzes
1	Jan. 4-10	Intro to Records Management What is Records Management	
2	Jan. 11-17	Unit 1: Alphabetic Filing Section One: Rules 1 – 5 Section Two: Rules 6 – 10	Quiz 1 & Practical Application 1, 2 and 3 (Due: Jan. 17)
3	Jan. 18-24	Unit 1: Alphabetic Filing Section Three: Rules 11 – 15 Section Four: Rules 16 – 20	Quiz 2 & Practical Application 4, 5, 6 and 7 (Due: Jan. 24)
4	Jan. 25-31	Unit 2: Alphabetic Correspondence Filing Ch 6: Inspecting, Indexing, Coding, Sorting, Cross-Referencing CH7: Requisition, charge-out, and follow-up on records.	Quiz 3 & Practical Application 8 (Due: Jan. 31)
5	Feb. 1-7	Unit 6: Filing Documents Electronically Unit 3: Geographic Filing	Quiz 4 & Practical Application 9 (Due: February 17)
	Feb 8	**Last day to withdraw from RECM 100 without academic penalty**	
6	Feb. 8-14	Unit 4: Subject Filing Unit 5: Numeric Filing	Quiz 5 & Practical Application 10 and 11 Numeric Job (Due: February 14)
7	Feb. 15-21	**"In-person" Interviews:** Students interview office professionals about filing systems	
	Feb 22-26	**READING WEEK – No Formal Classes (Feb 26 Territorial Holiday)**	
8	Mar 1-7	**Student Presentations** on Interview Experience	Interview Assignment (Due by: March 7)
9	Mar. 9	**FINAL EXAM** (Date and format to be confirmed)	**FINAL EXAM**