

**COURSE OUTLINE**

**RECM 100**

**RECORDS MANAGEMENT**

**1.5 CREDITS**

PREPARED BY: Annie-Claude Letendre, Instructor DATE: December 10, 2019

APPROVED BY: Stephen Mooney, Interim Dean DATE: December 24, 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

**MATHEMATICS FOR BUSINESS**

**INSTRUCTOR: Annie-Claude Letendre OFFICE HOURS: tbd**

**OFFICE LOCATION: A2208 CLASSROOM: A2406**

**E-MAIL: aletendre@yukoncollege.yk.ca TIME: T/Th 8 :30 PM – 9:55 AM**

**TELEPHONE: (867) 456-6984 DATES: January 7th – March 3rd**

**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**

CL 100 (Computer Literacy); MICRO 105 (Access)

**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 in order 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 lectures, field trips, individual work, and filing simulation.

**ASSESSMENTS:**

**Attendance & Participation**

Regular student attendance and participation are essential. The material covered in class will be cumulative and missing a class will put a student at a serious disadvantage. A large number of skills must be mastered, and specific information must be understood. If you do miss a class, please let the instructor know, in advance if possible, and the instructor can then tell you how to make up for the missed class. While away, be sure to check your Moodle course page to stay up to date with materials.

**Assignments**

Your instructor maintains the discretion to treat each situation of late assignments and missed tests individually. Each assignment must be presented in a professional manner, with pages in the correct order, in a separate file folder with the student’s name clearly printed on the folder tab. Digital copies of assignments will be submitted through Moodle before the due date. All assignments must be submitted before the beginning of class on the due date 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. The due date is considered Day 1. 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 at writing at a later time. A doctor’s note should be obtained if the reason for missing a test is illness. The exam must be written within three days of your return.

**EVALUATION:**

|  |  |
| --- | --- |
| Assignments | 40% |
| Quizzes | 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)

In order to pass this course, students must obtain an overall mark of 60% or higher.

**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 (subject to revision)**

| Week | **DATE** | **TOPICS FOR THE WEEK** | **Assignments & Quizzes** |
| --- | --- | --- | --- |
| 1 | Jan. 7-  9 | Intro to Records Management  What is Records Management |  |
| 2 | Jan. 14-16 | 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. 21-23 | 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. 28-30 | 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. 4-  6 | Unit 6: Filing Documents Electronically  Unit 3: Geographic Filing | Quiz: Rules 1 – 20  Practical Application 9  (Due: February 11) |
| 6 | Feb. 11-13 | Unit 4: Subject Filing  Unit 5: Numeric Filing | Practical Application  10 and 11  Numeric Job  (Due: February 18) |
| 7 | Feb. 18-20 | In-house Interviews: Students interview personnel about filing systems  Student Presentations on Interview Experience | Interview Assignment  (Due by: Feb 25) |
| 8 | Feb. 25 | Final Exam Review |  |
|  | Feb. 27 | No Class | |
| 9 | Mar. 3 | No Class | |
|  | Mar 5 | **9 – 12 FINAL EXAM T1082** | |