

	School of Business and Leadership
	RECM 100
	Records Management
	Term: Winter 2023 (202202) Number of Credits: 1.5
Course Outline	

INSTRUCTOR: Rodney Hulstein

OFFICE HOURS:

OFFICE LOCATION: A2416

CLASSROOM: N/A

E-MAIL: rhulstein@yukonu.ca

TIME: Check-in (optional): Tuesdays 3pm to 4pm

TELEPHONE: 867-668-8703

DATES: Jan. 5 to Mar. 2 **EXAM:** Mar. 3 (1pm to 4 pm)

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): MICR 105

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:

- Apply the ARMA rules of filing to process and file correspondence
- 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.

COURSE FORMAT

Weekly breakdown of instructional hours

The format of the course will include online lectures, field trips (potentially), individual work, group work, and filing simulations. Recorded lectures will be posted online via Zoom every week and there will be an optional check in on Tuesdays. 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. It is expected that this course will require 4-5 hours/week of total work. It is important to note that the time required will vary by individual.

Delivery format

The delivery format is asynchronous online with optional class check-ins on Tuesday from 3 to 4pm. All material will be posted in Moodle and students may review these materials on their own schedule. Please note that there will be regular assignment deadlines for this course.

EVALUATION

Assignments (12)	40%
Quizzes (5)	20%
Interview	10%
Final Exam	30%
Total	100%

COURSE WITHDRAWAL INFORMATION

Last day to withdrawal is February 10, 2023

TEXTBOOKS & LEARNING MATERIALS

1. Ralph M. Holmes & Kathleen K. Conway, Glencoe Filing Made Easy: A Filing Simulation, 4th Edition
2. Useful but not required: 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, 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.

ACCESSIBILITY AND ACADEMIC ACCOMMODATION

Yukon University is committed to providing a positive, supportive, and barrier-free academic environment for all its students. Students experiencing barriers to full participation due to a visible or hidden disability (including hearing, vision, mobility, learning disability, mental health, chronic or temporary medical condition), should contact [Accessibility Services](#) for resources or to arrange academic accommodations: access@yukonu.ca.

TOPIC OUTLINE

Week	DATE	TOPICS FOR THE WEEK
1	Jan. 5	Intro to Records Management What is Records Management
2	Jan. 9 - 13	Unit 1: Alphabetic Filing Section One: Rules 1 - 5 Section Two: Rules 6 - 10
3	Jan. 16 - 22	Unit 1: Alphabetic Filing Section Three: Rules 11 - 15 Section Four: Rules 16 - 20
4	Jan. 23-29	Unit 2: Alphabetic Correspondence Filing Ch 6: Inspecting, Indexing, Coding, Sorting, Cross-Referencing Ch 7: Requisition, charge-out, and follow-up on records.
5	Jan. 30 - Feb. 5	Unit 6: Filing Documents Electronically Unit 3: Geographic Filing
6	Feb. 6 - 12	Unit 4: Subject Filing Unit 5: Numeric Filing
7	Feb. 13-19	Interviews: Students interview personnel about filing systems Student Presentations on Interview Experience
8	Feb. 27 - Mar. 2	Final Exam Review
	Mar 3	Final Exam: 1pm to 4pm online