

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

**INSTRUCTOR:** Rodney Hulstein

**OFFICE HOURS:**

**OFFICE LOCATION:** A2416

**CLASSROOM:** A2406

**E-MAIL:** [rhulstein@yukonu.ca](mailto:rhulstein@yukonu.ca)

**TIME:** Synchronous – T/Th (9:00am to 10:20pm)

**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 course content is presented through synchronous face-to-face activities as well as instructional videos and guest speaker presentations. Class activities will consist of lecture, group discussions, group work, presentations, and role-playing. We will have a total of 3 hours of class time each week and students will need to complete additional hours (i.e. reading and class preparation) outside of the classroom. 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 face to face.

## **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. 5 x 3 inch index cards (a package of 100)
3. Ten file folders (letter-size)

## **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](mailto: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	<b>In-house Interviews:</b> Students interview personnel about filing systems <b>Student Presentations</b> on Interview Experience
8	Feb. 27 - Mar. 2	Final Exam Review
	<b>Mar 3</b>	<b>Final Exam: 1pm to 4pm in A2406</b>