

YUKON COLLEGE

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Course Outline prepared by Jennifer Moorlag, December 2011.

Yukon College
P.O. Box 2799
Whitehorse, YT
Y1A 5K4

RECORDS MANAGEMENT 100

INSTRUCTOR:

OFFICE HOURS: By appointment

OFFICE LOCATION:

TELEPHONE:

EMAIL:

DAYS & TIMES: January 9, 2012 – Feb 29, 2012
Monday/Wednesday/ 10:30-noon (* Jan. 23 10am-noon)

COURSE ROOM NUMBER A2406

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.

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:

1. Index the names of individuals.
2. Index the names of organizations
3. Index governmental names
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.

DELIVERY METHODS/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.

PREREQUISITES

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

COURSE REQUIREMENTS/EVALUATION:

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 their 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

All assignments must be handed in at the *beginning* of the day requested unless previous arrangements have been made *in writing* with the instructor. Late assignments will lose 10% per day penalty for 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.

EVALUATION

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

Assignments	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 = 65–69
F = under 65 Fail

PLAGIARISM

Plagiarism involves representing the words of someone else as your own, without citing the source from which the material is taken. If the words of others are directly quoted or paraphrased, they must be documented according to standard procedures (APA). The resubmission of a paper for which you have previously received credit is considered a form of plagiarism.

Plagiarism is academic dishonesty, a serious academic offence, and will result in you receiving a mark of zero (F) on the assignment or the course. In certain cases, it can also result in dismissal from the college.

TEXT AND MATERIALS

- 1) Read & Ginn, *Records Management (9th Edition)*, South-Western Thomson Learning, 2011
- 2) 5 x 3 inch index cards (a package of 100)
- 3) File folders (letter-size)

FINAL EXAM

If you are unable to write the final exam because of illness, you must provide a doctor's note to be allowed to write at a different time. The exam must be written on or before Friday, March 16, 2012.

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 25, 2012. 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

You may formally withdraw from the course prior to February 3, 2012. Failure to complete the course from that point will result in an "F" on your transcript.

STUDENTS WITH DISABILITIES OR CHRONIC CONDITIONS

Reasonable accommodations are available for students with a documented disability or chronic condition. It is the student's responsibility to seek these accommodations. If a student has a disability or chronic condition and may need accommodation to fully participate in this class, he/she should contact the Learning Assistance Centre (LAC) at (867) 668-8785 or lassist@yukoncollege.yk.ca.

	Date	Topic	Homework	Assignment Due
1	Monday, January 9	Intro to Records Management: “The Big Picture” Chapter 1: What is Records Management Discussion Questions	Read Chapter 1 Discussion Questions: 1, 2, 5, 7, 8 (Chapter 1) Read Chapter 2	
2	Wednesday, January 11	Chapter 2: Alphabetic Indexing Rules (1-4) Cross-Referencing (p. 45) Review and Discussion questions and App 2.1 Required: 5x3 cards	Review & Discussion Questions: 1, 3, 4, 5-9, 11 Application 2.1 Read Chapter 3	
3/4	Monday, January 16	Chapter 3: Alphabetic Indexing Rules (5-8) Review and Discussion questions and App. 3.1 Required: 5x3 cards		
5	Wednesday, January 18	Chapter 4: Alphabetic Indexing Rules (9-10) Lab Time	Read Chapter 5 Practice 4.1	
6	Monday, January 23	FIELD TRIP: YTG Records Centre (to be confirmed) (Meet at Records Centre on Burns Rd at 10:00am)	Read Chapter 4	
7	Wednesday, January 25	Chapter 5: Electronic File Management Meet in Computer Lab 2702. Introduction to electronic Microsoft Access databases (5.2 on p. 133)	Read Chapter 6	Application 3.1
8	Monday, January 30	Chapter 6: Alphabetic Records Management (Inspecting, Indexing, Coding, Cross-Referencing, Sorting, Storing) Hand out “Alphabetical Correspondence Job.”		
9	Wednesday, February 1	Alphabetic Correspondence Job (lab time)	Read Chapter 7	

	Date	Topic	Homework	Assignment Due
10	Monday, February 6	Chapter 7: Storing, Retrieving and Transferring Guest speaker: Hand out Charge-Out Job (Please note: you need to have the completed Alphabetic Correspondence Job in order to complete the Charge-Out Job.	Read Chapter 9	Application 5.2
11	Wednesday, February 8	Chapter 9: Numeric Records Management Hand out Numeric Job	Read Chapter 8	Alphabetic Correspondence Job and Charge-Out Job
12	Monday, February 13	Chapter 8: Subject Records Management. Lab Time for Numeric Job	Read Chapter 10	
13	Wednesday, February 15	Chapter 10: Geographic Records Management Meet in Lab 2702 Complete Application 10-3	Application 10-3 (Geographic)	
14	Monday, February 20	In-house Interviews: Student pairs interview College staff about filing systems.		
15	Wednesday, February 22	Student Presentations on Interview Experience		Numeric Job
16	Wednesday, February 29	FINAL EXAM (Start exam in room 2406 – exam includes an electronic component which will be completed in room 2702)		Interview Assignment FINAL EXAM