COURSE OUTLINE: REC302 - RECORDS MANAGEMENT

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Course Code: Title	REC302: RECORDS MANAGEMENT
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	OFFICE ADMINISTRATION
Semesters/Terms:	20S
Course Description:	This course will give the student an understanding of the scope and complexities of the administrative management of records. Emphasis will be placed on managing and controlling records from the time of their creation until their disposition. Current ARMA filing rules will be covered.
Total Credits:	2
Hours/Week:	5
Total Hours:	35
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
This course is a pre-requisite for:	OAD302
Vocational Learning Outcomes (VLO's) addressed in this course: **Please refer to program web page for a complete listing of program outcomes where applicable.**	**2086 - OFFICE ADMIN-EXEC** VLO 1 Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics. VLO 2 Manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities. VLO 3 Coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information. VLO 5 Evaluate, establish and administer a variety of records management systems to ensure confidential, secure, accessible and organized electronic and paper records.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 4 Apply a systematic approach to solve problems. EES 5 Use a variety of thinking skills to anticipate and solve problems. EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 10 Manage the use of time and other resources to complete projects. EES 11 Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, D

Books and Required Resources:	Records Management by Judy Read and Mary Lea Ginn Publisher: Nelson Education Edition: 10 ISBN: 9781305119161	

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Describe the role and importance of the records and information management (RIM) profession. Handle records in a manner which complies with statutes and regulations governing the confidentiality and privacy of personal information.	1.1 Discuss the challenge of the information explosion to records managers. 1.2 Describe the importance of records management to an organization. 1.3 Reflect on trends in records and information management. 1.4 Describe how records are classified and used in business. 1.5 Discuss and/or act in accordance with relevant legislation and business standards that affect records management as related to the office administration field. 1.6 Explain the record and information life cycle. 1.7 Describe the management function necessary to operate a records management program effectively. 1.8 Identify possible careers in records management.
Course Outcome 2	**Learning Objectives for Course Outcome 2**
2. Discuss the key elements of a records and information management program.	2.1 Identify and establish the structure, components, equipment, and supplies required for electronic and paper records management systems. 2.2 Identify the components of and the responsibilities of a records information management system. 2.3 Define and describe the purpose of a records audit. 2.4 Explain the purpose of a records and information manual. 2.5 List guidelines for constructing a well-designed form. 2.6 Explain the phases of a disaster recovery plan. 2.7 Define and describe knowledge management. 2.8 Discuss the use of RIM software. 2.9 List actions required to implement a retention schedule.
Course Outcome 3	**Learning Objectives for Course Outcome 3**
3. Demonstrate proficiency using the alphabetic filing system for filing business correspondence, reports, and records.	3.1 Explain the need for indexing rules in alphabetic storage of names and the importance of following these rules consistently. 3.2 Index, code, and arrange personal and business names in indexing order of units. 3.3 Index, code, and arrange minor words and symbols in business names. 3.4 Index, code, and arrange names with punctuation and possessives. 3.5 Index, code, and arrange names with single letters and abbreviations. 3.6 Prepare and arrange cross-references for personal and business names. 3.7 Sort personal and business names. 3.8 Index, code, and arrange personal and business names with titles, suffixes, and articles. 3.9 Index, code, and arrange business names with numbers. 3.10 Index, code, and arrange the names of organizations and institutions. 3.11 Prepare and arrange cross-references for business names

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and foreign business and government names.
3.12 Sort personal, business, organization, and government/institution names.
3.13 Index, code, and arrange personal and business names that are identical.
3.14 Apply alphabetic filing procedures.
3.15 Select appropriate subject categories to be used with an alphabetic arrangement.

Course Outcome 4	Learning Objectives for Course Outcome 4
4. Demonstrate proficiency using the subject filing system for filing business correspondence, reports, and records.	4.1 Define subject records management. 4.2 List advantages and disadvantages of storing and retrieving records by subject. 4.3 Index, code, and arrange minor words and symbols in business names. 4.4 Compare the dictionary and encyclopedic subject file arrangement. 4.5 Describe the guides, folders, and labels used for subject records storage. 4.6 Describe the various types of indexes and their use for subject records management. 4.7 List the steps used when storing and retrieving records stored by their subjects. 4.8 Use computer software to prepare an index for subject records. 4.9 Store and retrieve records following subject records procedures.
Course Outcome 5	Learning Objectives for Course Outcome 5
5. Demonstrate proficiency using the numeric filing system for filing business correspondence, reports, and records.	5.1 Define numeric records management and list reasons for its use. 5.2 Describe the components of a consecutive numbering storage method and procedures for this method. 5.3 Describe how to convert an alphabetic records arrangement to a consecutive numeric records arrangement. 5.4 List advantages and disadvantages of using consecutive numeric records storage. 5.5 Compare and contrast consecutive, terminal-digit, and middle-digit numeric records storage. 5.6 Define chronologic records storage and explain its use. 5.7 Compare and contrast block-numeric, duplex-numeric, decimal-numeric, and alphanumeric coding. 5.8 Explain how computer indexes and database software can be used with numeric records management.
Course Outcome 6	Learning Objectives for Course Outcome 6
6. Demonstrate proficiency using the geographic filing system for filing business correspondence, reports, and records.	6.1 Explain the need for geographic records management and the kinds of organizations that might use this method. 6.2 Describe the geographic records storage method and procedures for this method. 6.3 Explain the use of an alphabetic index in the geographic storage method. 6.4 Describe the types of cross-references used in the geographic storage method and how they are stored. 6.5 Describe how files are arranged using compass terms and

	how this method differs from general alphabetic filing.
Course Outcome 7	**Learning Objectives for Course Outcome 7**
7. Develop procedures and systems for managing electronic and image records.	7.1 Define electronic record and image record and describe the relationship between the two records media. 7.2 Define magnetic media and optical media and list the various types of each media. 7.3 Discuss retention for active and inactive electronic records. 7.4 Discuss records safety and security. 7.5 List and describe the types of microforms and the factors related to microfilm quality. 7.6 Discuss microfilming procedures and equipment. 7.7 Describe microform storage, retrieval, and storage environments. 7.8 Discuss retention for image records. 7.9 Discuss RIM software for electronic and image records.
Course Outcome 8	**Learning Objectives for Course Outcome 8**
8. Develop systems and procedures for managing non-electronic records (correspondence).	8.1 Explain terms used in correspondence records management systems. 8.2 Identify the basic types of equipment and supplies for correspondence records storage. 8.3 Explain considerations for selecting storage equipment and supplies. 8.4 Discuss the advantages and disadvantages of the alphabetic method of records storage. 8.5 Describe types of information that should be determined before selection and design of an alphabetic records system. 8.6 Explain how colour can be used in correspondence records storage. 8.7 Apply procedures for storing correspondence.
Course Outcome 9	**Learning Objectives for Course Outcome 9**
9. Discuss how to select and use appropriate storage, transfer, and retrieval methods for electronic and paper records, including cloud-based storage and file sharing and content management systems. File, retrieve, and transfer electronic and paper records according to industry and organization`s records management guidelines.	9.1 Explain the importance of developing and implementing a records retention program. 9.2 List the categories of records values, describe each category, and provide an example of each category. 9.3 Discuss the records inventory, including what it is, why it is done, and what it includes. 9.4 Establish procedures and recommend training to ensure the security, retention, and disposal of records and accessibility of information, in accordance with legislative and organizational requirements. 9.5 Discuss manual and automated retrieval procedures. 9.6 List reasons for transferring records. 9.7 Discuss types of records centre control files. 9.8 List capabilities of typical records centre software. 9.9 Evaluate an existing records management system and make recommendations for improvement. 9.10 Liaise with information technology professionals to discuss how to ensure a secure and accessible records management system in accordance with organizational policies and procedures.

Evaluation Process and

Grading System:	Evaluation Type	Evaluation Weight
	Daily Assignments	25%
	Test 1	25%
	Test 2	25%
	Test 3	25%

Date:	June 19, 2019

Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.