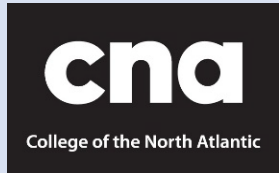


# SCHOOL OF BUSINESS & INFORMATION TECHNOLOGY

## Midterm/Final Exam Invigilation Requirements



**Program:** Records and Information Management  
**Delivery:** Online Asynchronous & Synchronous

Course Number	Course Name	Midterm Exam	Exam Invigilation	Invigilation Software Required	Final Exam	Exam Invigilation	Invigilation Software Required
<b>Semester 1</b>							
AC1100	Bookkeeping I	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
CM1100	Writing Essentials	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
DM1200	Document Production I	No			No		
EP1110	Introduction to Business	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
OF1105	Personal and Career Growth	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
<b>Semester 2</b>							
AC2100	Bookkeeping II	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
CM2110	Business Writing Fundamentals	No			No		
DM1300	Transcription	No			Yes	Online	Respondus Monitor & MS Teams (Webcam/Microphone Required)
DM1210	Document Production II	No			No		
OF1101	Office Management	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
<b>Semester 3 (Intersession)</b>							
CP2310	Electronic Spreadsheets	No			Yes	Online	MS Teams (Webcam/Microphone Required)
OF1305	Digital Tools for the Office	No			No		

Course Number	Course Name	Midterm Exam	Exam Invigilation	Invigilation Software Required	Final Exam	Exam Invigilation	Invigilation Software Required
<b>Semester 4</b>							
CM2200	Oral Communications	No			No		
CP1010	File Management & Security	No			No		
DM2200	Document Production III	No			No		
OF2100	Career Planning Strategies	No			No		
RP1100	Introduction to Records Management	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
RP1200	Archives Principles	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
RP1301	Document Control Processes	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
<b>Semester 5</b>							
DM2240	Document Production IV	No			No		
CP2110	Advanced Electronic Spreadsheets	No			Yes	Online	MS Teams (Webcam/Microphone Required)
RP1205	Document Management Systems & Records Control	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
RP1400	Information Security and Procedures	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
RP2200	Classification Systems	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
OF2700	Career Readiness	No			No		
<b>Semester 6 (Intersession II)</b>							
OJ1930	Work Exposure-RIM	No			No		