

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

Course Title: FILE MANAGEMENT  
Course No.: REC201  
Program: OFFICE ADMINISTRATION GENERAL  
Semester: TWO  
Author: JOAN MOORE / LYNN DEE EASON  
Date: JANUARY 1998  
Previous Outline Dated: JANUARY 1997

Approved:

  
Dean, School of Business and Hospitality  
and Computer Studies

 Date j £ j & >

Total Credits: 1  
Prerequisites: NONE  
Length of Course: 1 HOUR/WEEK FOR 14 WEEKS  
Total Credit Hours: 14

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**FILE MANAGEMENT**  
**COURSE NAME**

**REC201**  
**COURSE CODE**

**I. COURSE DESCRIPTION:** The purpose of file management is to provide complete coverage of filing rules and procedures in the most widely used filing systems.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

**A. Learning Outcomes:**

1. Apply the twelve basic alphabetic filing rules for filing business correspondence, reports, and records.
2. Demonstrate proficiency using the subject card file system.
3. Demonstrate proficiency using the numeric card file system.
4. Demonstrate proficiency using the geographic card file system.

**B. Learning Outcomes with Elements of Performance:**

Upon successful completion of this course the student will demonstrate the ability to:

1. Apply the twelve basic alphabetic filing rules for filing business correspondence, reports, and records.

***Elements of the Performance:***

- file cards (alphabetically) containing names of individuals, businesses, and organizations
- file correspondence alphabetically
- inspect, index, code, sort, and store correspondence
- retrieve materials from the files
- identify the basic terms and parts of card and correspondence filing systems
- prepare records to be filed, including referencing procedures

*Alphabetic filing will constitute approximately 60 percent of the course grade.*

2. Demonstrate proficiency using the subject card file system.

***Elements of the Performance:***

- inspect, index, code, sort, and store correspondence
- file correspondence by subject
- create miscellaneous subject folders

*Subject filing will constitute approximately 15 percent of the course grade.*

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3. Demonstrate proficiency using the numeric card file system.

*Elements of the Performance:*

- file cards in a numeric system in which the cards are arranged in consecutive order, or low number to high
- file cards in a numeric system in which the cards are arranged in terminal-digit order

*Numeric filing will constitute approximately 15 percent of the course grade.*

4. Demonstrate proficiency using the geographic card file system.

*Elements of the Performance:*

- organize records by area, territory, or region

*Geographic filing will constitute approximately 10 percent of the course grade.*

**III TOPICS:**

1. Alphabetic Card Filing: Individual Names
2. Alphabetic Card Filing: Business Names
3. Alphabetic Card Filing: Government Names
4. Alphabetic Correspondence Filing
5. Subject Correspondence Filing
6. Numeric Card Filing
7. Geographic Card Filing

**IV. REQUIRED RESOURCES/TEXT/MATERIALS:**

Quick Filing Practice, Third Canadian Edition, Stewart, McGraw-Hill Ryerson.

**V. EVALUATION PROCESS/GRADING SYSTEM:**

1. Seven Quizzes

<b>Quiz #1</b> - Indexing rules 1-5	15%
<b>Quiz #2</b> - Indexing rules 1-10	15%
<b>Quiz #3</b> - Indexing rules 1-12	15%
<b>Quiz #4</b> - Alphabetic correspondence filing	15%
<b>Quiz #5</b> - Subject correspondence filing	15%
Quiz #6 - Numeric card filing	15%
<b>Quiz #7</b> - Geographic card filing	10%

100%

Students will be responsible for completing homework on time and self-checking their exercises in class.

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If a student is not able to write a quiz because of illness, or a legitimate emergency, that student must contact the instructor prior to the quiz and provide an explanation which is acceptable to the instructor (medical certificates or other appropriate proof may be required). In cases where the student has contacted the instructor, and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the highest achievable grade is a "C". In cases where the student has not contacted the instructor, the student will receive a mark of "0" on that quiz.

Grade/Numerical Equivalencies:

A+	Consistently outstanding	(90% - 100%)
A	Outstanding achievement	(80% - 89%)
B	Consistently above average achievement	(70% - 79%)
C	Satisfactory or acceptable achievement	(60% - 69%)
R	Repeat	(Less than 60%)
S	Satisfactory given at midterm only	
U	Unsatisfactory given at midterm only	
X	A temporary grade, limited to situations with extenuating circumstances, giving a student additional time to complete course requirements.	

**VI. SPECIAL NOTES:**

1. All students should be aware of the Special Needs Office in the College. If you have any special needs such as being visually impaired, hearing disabled, physically disabled, learning disabilities, you are encouraged to discuss required accommodations confidentially with the professor and/or contact the Special Needs Office, Room E1204, Ext. 493, 717, or 481, so that support services can be arranged for you.
2. Your professor reserves the right to modify the course as he/she deems necessary to meet the needs of the students.
3. It is the responsibility of the student to retain all course outlines for possible future use in gaining advanced standing at other post-secondary institutions.
4. Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities". Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.
5. Each student will be required to keep a file in a designated classroom. This will facilitate the return of assignments, grades, and any messages the Office Administration faculty need to relay to the students.