

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
Date: JANUARY 1999
Previous Outline Dated: JANUARY 1998

Approved:

Dean* & Co-ordinator of Business and Hospitality
& Computer Studies

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Date

Total Credits:

Prerequisites: NONE

Length of Course: 1 HOURAVEEK FOR 14 WEEKS

Total Credit Hours: 14

8

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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.

D. 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 60percent 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 20 percent of the course grade.

FILE MANAGEMENT
COURSE NAME

REC201
COURSE CODE

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 10 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.

m. 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. Five Quizzes

Quiz #1 - Indexing rules 1-5	20%
Quiz #2 - Indexing rules 1-10	20%
Quiz #3 - Indexing rules 1-12	20%
Quiz #4 & #5 - Alphabetic correspondence filing	
Subject correspondence filing	20%
Quiz #6 & #7 - Numeric card filing	
Geographic card filing	20%
	100%

FILE MANAGEMENT
COURSE NAME

REC201
COURSE CODE

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

If a student is not able to write a quiz because of illness, or a legitimate emergency, that student must contact the professor prior to the end of the quiz and provide an explanation which is acceptable to the professor (medical certificates or other appropriate proof may be required). The student will then be able to write the quiz and receive the grade he/she achieves. In cases where the student has contacted the professor, and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., a penalty of 15 percent will be deducted from the quiz grade. In cases where the student has not contacted the professor, the student will receive a mark of "0" on that quiz. **THERE WILL BE NO REWRITES OF A 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, 544, 716, or 668, 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.