

CLASS NUMBER AND NAME:

**GBN132B – ADMINISTRATION:
RECORDS MANAGEMENT**

TOTAL HOURS/UNITS:

24 Hours/2 Units

PREREQUISITES:

None

TEXTS AND MATERIALS:

Gregg Quick Filing Practice; Fifth Edition; Stewart, Jeffrey P. and Trent, Barbara; McGraw Hill, 2005. (ISBN 9780073222882)

CLASS DESCRIPTION:

This class is designed to train students to perform and utilize proper filing techniques for successful office management.

CLASS OBJECTIVES:

After completing this course, the student should have a fundamental understanding of filing procedures used in today's offices.

CLASS FORMAT OVERVIEW:

The course is combination of lecture, class discussion, presentation, and hands-on filing activities.

REQUIREMENTS:

Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.

METHODS OF INSTRUCTION:

This class is a combination of lecture, hands-on filing, and practical office related assignments.

CLASS ATTENDANCE:

Since lecture and in-class assignments are the main means of instruction in this class, students are expected to be present every day to participate in class discussions, to participate in activities, and to communicate with the instructor in a timely, professional manner.

Students must maintain 80 percent attendance during the module or they must re-enroll for the class. At all times, it will be up to the student to learn of any work assigned while he or she was absent. In-class assignments are given periodically and may not be made up.

TESTING:

Quizzes covering filing procedures are given after each section covered.

LATE TESTING:

It will be the student's responsibility to arrange late testing with the instructor. A 10 percent penalty will be applied to each late test.

GRADING POLICIES:

The following grading policies will apply:

Each quiz will be graded and receive a point grade. The average of the quizzes will account for 75 percent of the final grade. The final project will account for 25 percent of the grade. No late final projects will be accepted.

Late Quizzes: There will be a 10 percent penalty for each late quiz.

FINAL GRADE

The final grade will be the result of all work completed and averaged according to the above policy. The final letter grade will be calculated as follows:

90 - 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
Below 60%	F

COURSE SCHEDULE

The module schedule is attached.

ANTICIPATED LEARNING OUTCOMES:

Upon completing this course, the student will be able to:

1. Demonstrate the ability to plan work, manage time, and meet deadlines regarding filing assignments.
2. Demonstrate the ability to interact with others in a professional, business-like manner,
3. Understand and demonstrate knowledge of the rules of various filing systems.



Empire College

GBN132B Office Procedures Schedule



Week 1		
		Exercises/Topics
Week 1	Welcome, Filing — Project Overview Setup Kit “Check Up on Getting Started Quiz”	1-6 — Personal Names
	Alphabetic Card Filing – Exercises 1-6 Vocabulary Assignment	1-6 — Personal Name
	Quiz 1-Exercises 1-6	1-6 — Personal Names Quiz
	Exercises 7-13	7-13 — Businesses/Organizations
Week 2		
Week 2	Quiz 2-Exercises 1-13	1-13 — Personal/Business/Organizations Quiz
	Government Filing- Exercises 14-16	14-16 — Government Filing and Addresses
	Exercises 14-16–Government Names and Addresses Government Filing Practice	14-16 — Government Filing and Addresses
	Quiz 3- Exercises 1-16	1-16 — Personal/Business/Government Quiz
Week 3		
Week 3	Alphabetic Correspondence Filing Exercises 17-19	17-18 — Correspondence Filing 19 — Skip
	Alphabetic Correspondence Filing Exercises 17-19	17-18 — Correspondence Filing 19 — Skip
	Quiz 4-Correspondence Vocabulary Quiz	17-19 — Correspondence Filing Quiz
	Subject Correspondence Filing Exercises 20-24	20-21 — Subject Correspondence Filing - Skip 22 23-24 — Read only
Week 4		
Week 4	Subject Correspondence Filing Exercise 22, #9 is dated March 14 (not March 30)	20-21 — Subject Correspondence Filing - Skip 22 23-24 — Read only
	Quiz 5-Subject Correspondence with Vocab	20-24 — Subject Correspondence Filing Quiz
	Final Project Assignment	25-26 — Geographic Filing and final project
	Geographic Card Filing Exercises 25-26 <i>Note: Keep cards in order for quiz</i>	25-26 — Geographic Filing and final project
Week 5		
Week 5	Quiz 6-Geographic Numeric Card Filing—Exercises 27-28 <i>Note: Keep cards in order for quiz</i>	25-26 — Geographic Filing Quiz and final project
	Numeric Filing <i>Note: Keep cards in order for quiz</i>	27-28 — Numeric Filing and final project
	Quiz 7 – Numeric Note: Keep cards in order for quiz	27-28 — Numeric Filing Quiz & final project
	Review of all filing rules	Study for Final
Week 6		
	Quiz 8 – Final for Filing Rules	Prepare for Final Project Presentations Prepare for Final Exam
	Presentations	
	Presentations	
	Make-up tests	

All schedules are subject to change to meet the learning objectives
at the discretion of the instructor.