

BOT 59.2 Course Outline as of Spring 2011**CATALOG INFORMATION**

Dept and Nbr: BOT 59.2 Title: BUSINESS RECORDS SKILLS

Full Title: Business Records Skills

Last Reviewed: 10/4/2010

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	4.00	Lecture Scheduled	4.00	17.5	Lecture Scheduled	70.00
Minimum	4.00	Lab Scheduled	0	6	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	4.00		Contact Total	70.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 140.00

Total Student Learning Hours: 210.00

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

Catalog Description:

The course is designed to provide instruction and practice in indexing, coding, and cross-referencing records using alphabetic indexing rules. Emphasis will be placed on alphabetic systems, subject, geographic, and numeric filing. Students will review records retention and transfer, control of requisitions and charge-outs, and selection of supplies and equipment. Electronic records, image records, and establishing a records and information management program are also discussed.

Prerequisites/Corequisites:

Course Completion or Current Enrollment in BGN 205 (or BOT 172 or BOT 372)

Recommended Preparation:

Eligibility for ENGL 100 or ESL 100 and Course Completion of CS 63.1A (or CS 63.11A or BOT 73.14A)

Limits on Enrollment:**Schedule of Classes Information:**

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 Recommended: Eligibility for ENGL 100 or ESL 100 and Course Completion of CS 63.1A (or CS 63.11A or BOT 73.14A)
 Limits on Enrollment:
 Transfer Credit: CSU;
 Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:	Transferable	Effective: Fall 1981	Inactive: Fall 2014
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:
 Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

Upon completion of this course, students will be able to:

1. Describe the importance of a records control system.
2. Discuss relevant legislation that affects records management.
3. File alphabetically, numerically, geographically, and by subject using the appropriate indexing rules for each method.
4. Select proper equipment and supplies to implement effective records systems.
5. Design filing systems to manage records effectively.
6. Index and code paper correspondence for filing, prepare cross-references, and practice filing and finding correspondence.
7. Name three types of microcomputer software that may be used for managing records.
8. List the steps in analyzing a paper system in preparation for creating a database system.
9. Use a database system as a records management tool.
10. Manage information stored in a variety of media forms.
11. Discuss the relationship between electronic and image records.
12. Describe types of microforms and factors related to microfilm quality.
13. Identify records information management software for electronic and image records.
14. List types of magnetic media and optical media.
15. Discuss retention for active and inactive electronic records.
16. Develop record retention schedules.

17. Discuss records safety and security.
18. Identify the phases of a disaster recovery plan.
19. Outline the procedures required to set up a new records system and evaluate an existing system to improve its efficiency.

Topics and Scope:

1. Introduction to the life cycle of records
 - a. Storage and retrieval
 - b. Managerial functions of managing records
 - c. Five functional phases of the record life cycle
2. Legal considerations
 - a. GSA (General Services Administration)
 - b. ARMA International (American Records Management Association)
 - c. Legislation and amendments
 - d. Privacy issues and legality of sharing information
 - e. Responsibility of maintaining confidential records
3. Alphabetic, numeric, subject and geographic rules for filing and retrieving information
 - a. Code, sort, and file paper documents
 - b. ARMA rules and guidelines
 - c. Cross referencing
 - d. Retrieving information
4. Records storage equipment
 - a. File cabinets and shelves
 - b. Guides
 - c. Folders
 - d. Out indicators
 - e. Labels
 - f. Sorters
 - g. Color coding
5. Database systems
 - a. Designing
 - b. Finding information in a database
 - c. Records management and e-commerce
 - d. How computers sort data
 - e. Electronic record life cycle
 - f. Distribute and use electronic information
 - g. Data on portable devices
6. Electronic and image records
 - a. Electronic media
 - b. Retention and disposition
 - c. Records safety and security
 - d. Image media
 - e. Image records retention
 - f. Software programs
7. Retention
 - a. Records retention rules
 - b. Government regulations
 - c. Records retention schedule
8. Security
 - a. Security systems
 - b. Data encryption, password protection, backup, storage

- c. Records facilities
- d. Recovery of records after a disaster

Assignment:

1. Weekly readings of 20-30 textbook and Web pages
2. 4-7 application assignments in approximately 12 different chapters
3. 1-3 simulation activities from 12 different chapters
4. Filing and records management practice kit
5. 2-4 written reports from one-page to multipage research-based reports
6. Project designing a home office system
7. Oral presentation
8. 3-5 quizzes or exams

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework, research based reports	Writing 20 - 30%
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Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, home office system design	Problem solving 20 - 40%
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Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Simulation activities, Practice kit	Skill Demonstrations 20 - 40%
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Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion	Exams 10 - 20%
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Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance and oral presentation	Other Category 5 - 15%
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Representative Textbooks and Materials:

Records Management, 9th edition, Judith Read and Mary Lea Ginn, South-Western Publishing, 2011

Records Management Practice Kit, 9th edition, Judith Read and Mary Lea Ginn, South-Western Publishing 2011

