

**BOT 59.2B Course Outline as of Fall 2014****CATALOG INFORMATION**

Dept and Nbr: BOT 59.2B Title: BUSINESS RECORDS, PART 2

Full Title: Business Records Skills, Part 2

Last Reviewed: 2/28/2011

Units	Course Hours per Week		Nbr of Weeks		Course Hours Total	
Maximum	2.00	Lecture Scheduled	2.00	17.5	Lecture Scheduled	35.00
Minimum	2.00	Lab Scheduled	0	6	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		Contact Total	35.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 70.00

Total Student Learning Hours: 105.00

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:**

Applies strategies for indexing, coding, and cross-referencing records using alphabetic indexing rules. Practical work includes developing subject and geographic filing systems, managing electronic files, creating a records retention schedule, and creating a business disaster plan.

**Prerequisites/Corequisites:**

Course Completion of BOT 59.2A

**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

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

Description: Applies strategies for indexing, coding, and cross-referencing records using alphabetic indexing rules. Practical work includes developing subject and geographic filing systems, managing electronic files, creating a records retention schedule, and creating a business disaster plan. (Grade Only)

Prerequisites/Corequisites: Course Completion of BOT 59.2A

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit:

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:**      Effective:      Inactive:

**UC Transfer:**      Effective:      Inactive:

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Outcomes and Objectives:**

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

1. File alphabetically, numerically, geographically, and by subject using the appropriate indexing rules for each method.
2. Manage information stored in a variety of electronic formats.
3. Identify records information management software for electronic and image records.
4. Develop record retention schedules.
5. Create a business disaster plan.

**Topics and Scope:**

1. Alphabetic, numeric, subject, and geographic rules for filing and retrieving information
  - A. Coding, sorting, and filing paper documents
  - B. Association of Records Managers and Administrators (ARMA) rules and guidelines
  - C. Creating accurate cross references
  - D. Retrieving information
2. Paper and electronic records
  - A. Records life cycle
  - B. File cabinets, shelves, and supplies
  - C. Retention and disposition plans
  - D. Safety and security procedures
3. Electronic and image records
  - A. Electronic record life cycle
  - B. Distributing and using electronic information
  - C. Retention and disposition plans
  - D. Safety and security procedures
  - E. Scanning and retrieving graphics and text
  - F. Records management software programs
4. Retention

- A. Records retention rules
  - B. Government regulations for retention
  - C. Records retention schedules
5. Disaster plans
- A. Procedures for a variety of disasters
  - B. Emergency communications plan
  - C. Off-site backup and storage options
  - D. Recreating records after disasters

**Assignment:**

1. Reading 20 to 30 pages a week from textbook and web pages
2. Written analysis of filing systems
3. Completion of exercises, drills, practice kits, and scanning
4. Designing subject, geographic, and electronic filing systems
5. Final projects to demonstrate skills presented in class
6. Weekly online quizzes or tests

**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 analysis	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, design of filing systems	Problem solving 20 - 40%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Exercises and drills; final project	Skill Demonstrations 20 - 40%
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**Exams:** All forms of formal testing, other than skill performance exams.

Quizzes or 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 participation	Other Category 0 - 10%
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**Representative Textbooks and Materials:**

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

Publishing, 2011.

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