

**BOT 59.2 Course Outline as of Fall 2000****CATALOG INFORMATION**

Dept and Nbr: BOT 59.2 Title: BUS 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	17.5	Lab Scheduled 0
		Contact DHR	0		Contact DHR 0
		Contact Total	4.00		Contact Total 70.00
		Non-contact DHR	2.00		Non-contact DHR 35.00

Total Out of Class Hours: 140.00

Total Student Learning Hours: 245.00

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:**

Twenty-first century workforce skills designing and developing systems for organizing information and materials. Study and application of filing rules for manual and computerized records systems. Practical work covering alphabetic, numeric, geographic, and subject filing systems and procedures including selection of equipment and supplies. Includes instruction in the creation and use of computerized database software, covering topics such as maintenance, protection, and disposition of computerized records. Specialized functions such as CD-ROM, micrographics, off-site storage options, and records storage and legal issues will also be covered. Integration of workplace competencies and foundation skills in this course form a solid basis for the Business Office Technology Department Certificate/Degree Programs.

**Prerequisites/Corequisites:**

BOT 172 and BOT 65.5; OR BOT 172 and CS 65.11A (formerly BOT 73.10A)

**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

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

Description: Twenty-first century workforce skills designing and developing systems for organizing information and materials with emphasis on the use of filing rules for storage, retrieval, and archiving paperwork. Application of this knowledge to electronic storage and use of a database. (Grade Only)

Prerequisites/Corequisites: BOT 172 and BOT 65.5; OR BOT 172 and CS 65.11A (formerly BOT 73.10A)

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit: CSU;

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

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Fall 1981	Inactive: Fall 2014
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

1. File alphabetically, numerically, geographically, and by subject using the appropriate indexing rules for each method.
2. Select proper equipment and supplies to implement effective records systems.
3. Design systems to effectively manage records.
4. Study of procedures used in managing, storing, and retrieving paperbase and database records.
5. Index and code paper correspondence for filing, prepare cross-references, and practice filing and finding correspondence.
6. Name three types of microcomputer software that may be purchased for filing records.
7. List the steps in analyzing a paper system in preparation for creating a database system.
8. Define, state the advantages, and list and describe the parts of a numeric filing system.
9. File and find cards using both a consecutive and terminal digit filing system.
10. Define, state the advantages, and list and describe the parts of a subject filing system.
11. Describe the three kinds of subject filing systems.
12. Describe the chronological filing and set up a chronological file.

13. Organize a list of folder captions into a dictionary arrangement and then reorganize them into an encyclopedic arrangement.
14. State why files are needed for personal as well as business use.
15. Define and list and describe geographic filing.
16. Describe the importance of a records control system.
17. Set up the electronic workstation listing and describing the reminder files used in an office.
18. List major developments such as microfilm, microfiche, optical disks, compute assisted retrieval, and computer output media being used in filing and records management.
19. Outline the procedures required to set up a new records system as well as to evaluate an existing system to improve its efficiency.
20. Use a database system as a records management tool.
21. Manage information stored in a variety of media forms.
22. Describe micrographics technologies.
23. Describe and apply image technology
24. Develop record retention schedules.
25. Demonstrate an understanding of records management security systems.
26. Demonstrate an understanding of the laws regulating the privacy and legality of sharing information.  
emphasis on international trade and business.

### **Topics and Scope:**

1. Introduction to the life cycle of records, emphasis given to storage and retrieval
  - a. Identify the managerial four functions of managing records
  - b. Identify the five functional phases of the record life cycle
  - c. Recognize that filing is but one phase of the life cycle of a record
2. Application of alphabetic, numeric, subject and geographic rules for filing and retrieving information
  - a. Code, sort, and file paper documents
  - b. Apply ARMA rules for filing methods
  - c. Prepare cross references when necessary
  - d. Retrieve information
3. Study of automated methods of handling storage, location and retrieval of records
  - a. Describe how to set up file drawers
  - b. Explain the necessity for careful selection and design of a paperbased records storage system
  - c. Explain how color can be used in correspondence records storage
4. Study of automatic methods of handling storage, location, and retrieval of records
  - a. Describe how a computer database system is designed
  - b. Describe how the component of a database are interrelated
  - c. List and briefly describe the type of operations performed on a computer database
5. Compare and contrast paperbase and database systems
6. Select proper equipment and supplies to implement effective management of records

- a. List the benefits and limitations of each system
- b. Match the best storing system to the situation
7. Use a database system as a records management tool
  - a. Create, revise, store, and print address lists
  - b. Catalog and retrieve information
8. Manage information stored in a variety of media forms such as CD-ROM, microfilm, and microfiche
  - a. Determine the appropriate storage system for these media
9. Compare and contrast various types of microforms
  - a. List the benefits and limitations
  - b. Explain the computer output microfilm/microfiche (COM) process and list its advantages
  - c. Explain the advantages of computer aided retrieval (CAR)
  - d. Identify the equipment components of a micrographics system
10. Describe the techniques and list the benefits of using bar codes in documents
11. Develop records retention schedules
  - a. Apply records retention rules
  - b. Apply government regulations for records retention
  - c. Design a records retention schedule
12. Demonstrate an understanding of records management security systems
  - a. Describe the processes used in a records management security system
  - b. List the physical, mechanical, and electronic components of a security system, such as data encryption, password protection, virus protection, backup, and storage
  - c. Explain methods to control physical access to record facilities
  - d. List procedures for controlling access to paper, film, records, and electronic information
  - e. Design and produce a plan to prevent records disaster
  - f. Explain the methods for recovery of records after a disaster
13. Demonstrate an understanding of laws regulating the privacy and legality of sharing information
  - a. Develop a scenario in which software programs may be legally duplicated
  - b. Explain the legal implications of releasing unauthorized information both domestically and internationally]
  - c. Explain the implications involved in violating the privacy of individuals
  - d. Explain the need for and responsibility of maintaining confidential records

**Assignment:**

1. Read articles from a variety of sources with emphasis on daily newspaper for latest information.
2. Write a variety of reports (5 to 15) from 1-page documents to an extensive research-based formal report.
3. Effectively use the self-directed team to complete professionally prepared filing projects.
4. Design a home office incorporating ergonomics for injury prevention and work flow.

5. Apply storage and retrieval skills and knowledge to existing paperwork.

A variety of assignments and in-class activities throughout the course will include, but not be limited to, the application of the following workplace competencies and foundation skills:

- \* Gather data by reading information from outside written sources such as newspapers, magazines, trade journals, etc.
- \* Organize, analyze, and interpret gathered data
- \* Write various types and lengths of reports on gathered data
- \* Use essential time management skill of calendaring course work (reading, activities, assignments, projects) to meet deadlines and produce a quality product
- \* Use active listening and effective oral communication skills
- \* Based on today's workplace needs, develop an effective self-managing team to complete activities, assignments, and projects. Move from the codependent to the independent to the interdependent method of operation
- \* Employ activities designed to reduce stress and fatigue in today's fast-paced working environment and to prevent prevalent workplace injuries
- \* Examine the interdependence of the global/world marketplace with emphasis on international trade and business
- \* Use computer technology to complete activities

### 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, Reading reports, Term papers

Writing  
20 - 30%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Quizzes, Exams, Group problem solving activities

Problem solving  
20 - 50%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, Practice kit/workbook

Skill Demonstrations  
20 - 40%

**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion

Exams  
10 - 20%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

ATTENDANCE AND PARTICIPATION

Other Category  
0 - 15%

**Representative Textbooks and Materials:**

RECORDS MANAGEMENT, 6th edition, Smith & Kallaus, South-Western Educational Publishing, 1997

RECORDS MANAGEMENT PROJECTS, 6th edition, Judith Read Smith, South-Western Educational Publishing, 1997

MICROSOFT OFFICE FOR WINDOWS 95 PROFESSIONAL EDITION, Swanson, Reding, Beskeen, & Johnson, ITP, 1997