

**BOT 174.3 Course Outline as of Fall 2014****CATALOG INFORMATION**

Dept and Nbr: BOT 174.3      Title: ORGANIZE OFFICE FILES  
 Full Title: Organize Your Office Filing Systems  
 Last Reviewed: 3/28/2011

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50	Lecture Scheduled	0.50	17.5	Lecture Scheduled	8.75
Minimum	0.50	Lab Scheduled	0	4	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	0.50		Contact Total	8.75
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 17.50

Total Student Learning Hours: 26.25

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

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

Also Listed As:

Formerly: BOT 86.55

**Catalog Description:**

This course covers basic filing rules and document management solutions for office professionals including classification of records, records information management organizations, government laws and regulations, equipment and supplies, retention methods, and recycling.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

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

Description: This course covers basic filing rules and document management solutions for office professionals including classification of records, records information management organizations, government laws and regulations, equipment and supplies, retention methods, and recycling.  
 (Grade or P/NP)

Prerequisites/Corequisites:

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 this course, students will be able to:

1. Classify records.
2. Use records management organizations as resources.
3. Analyze legal regulations regarding records.
4. Select equipment and supplies.
5. Apply basic alphabetic filing rules.
6. Analyze procedures for electronic and paper files.

**Topics and Scope:**

1. Classify records
  - A. Sorting of vital, important, useful, and nonessential records
  - B. Organization of electronic records
2. Records management guidelines
  - A. ARMA (Association of Records Managers and Administrators)
  - B. GSA (General Services Administration)
  - C. CalRIM (California Records & Information Management)
3. Legal regulations
  - A. Privacy issues
  - B. Confidentiality
  - C. Laws and regulations
4. Select equipment and supplies
  - A. Filing cabinets
  - B. Guides, folders, and labels
5. Apply basic filing rules
  - A. Basic rules for alphabetic filing systems
  - B. Folder categories
6. Retrieve, retain, and recycle records

- A. Reorganize files
  - B. Color coding
  - C. Maintenance of files
  - D. Destroying records
7. Use procedures for electronic records
- A. File management
  - B. Selection of meaningful names
  - C. Backup and storage

**Assignment:**

1. Reading of textbook and web pages (approximately 10 pages per week)
2. Completion of weekly filing and records management exercises and drills
3. 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.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.

Writing  
0 - 0%

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

Weekly filing exercises and drills

Problem solving  
20 - 40%

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

Application of filing and records management skill

Skill Demonstrations  
40 - 50%

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

Quizzes and tests to be multiple choice, true/false, completion

Exams  
20 - 40%

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

Attendance and participation

Other Category  
0 - 10%

**Representative Textbooks and Materials:**

Gregg Quick Filing Practice Kit, by Stewart and Trent, McGraw-Hill, 5th Edition, 2005.

(Classic)