

**CATALOG INFORMATION**

Dept and Nbr: BOT 172

Title: BASIC FILING

Full Title: Basic Filing

Last Reviewed: 3/28/2016

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50	Lecture Scheduled	0	17	Lecture Scheduled	0
Minimum	0.50	Lab Scheduled	1.50	4	Lab Scheduled	25.50
		Contact DHR	0		Contact DHR	0
		Contact Total	1.50		Contact Total	25.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 25.50

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 372

**Catalog Description:**  
Presentation of the basic indexing rules for names of individuals, business names, other organizations, and special names. Specific exercises applying the indexing rules to alphabetic, subject, geographic, and numerical filing systems using office supplies.

**Prerequisites/Corequisites:**

**Recommended Preparation:**

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: (Grade or P/NP)  
Prerequisites/Corequisites:  
Recommended:  
Limits on Enrollment:  
Transfer Credit:  
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:
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<b>CSU Transfer:</b>	Effective:	Inactive:
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<b>UC Transfer:</b>	Effective:	Inactive:
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**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

The students will:

1. Name the two basic methods used for filing.
2. Define the terms filing and records management.
3. Define the terms alphabetizing, indexing, caption, and unit.
4. Type or write names of individuals in indexing order on cards.
5. Prepare alphabetic cross-reference cards containing names of individuals, and arrange them in sequence with alphabetic cards.
6. List and describe the steps in the filing process.
7. List and describe the steps for storing correspondence in an alphabetic, subject, geographic, and numerical system.
8. List the advantages and disadvantages of the alphabetic, subject, geographic, and numerical filing systems.
9. Describe important physical characteristics of the file drawer.
10. Name filing accessories that are necessary or helpful to the filing process.

### **Topics and Scope:**

Life cycle of a business record.

1. Filing supplies and equipment.
2. Indexing rules.
3. Alphabetic filing system.
4. Subject filing system.
5. Geographic filing system.
6. Numeric filing system.

### **Assignment:**

Completion of 12-15 lessons requiring application of the indexing rules as they apply to the alphabetic, subject, numerical, and geographic filing system.

## 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.

Homework problems, Quizzes, Exams

Problem solving  
20 - 50%

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

Performance exams

Skill Demonstrations  
5 - 20%

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

Multiple choice, True/false, Matching items, Completion

Exams  
20 - 50%

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

Participation

Other Category  
5 - 25%

## Representative Textbooks and Materials:

GREGG QUICK FILING PRACITCE, 3rd ed., Jeffrey Stewart, McGraw-Hill