

**BOT 174.3 Course Outline as of Fall 2001**

**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	8.00	4	Lecture Scheduled	32.00
Minimum	0.50	Lab Scheduled	0	1	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	8.00		Contact Total	32.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 64.00

Total Student Learning Hours: 96.00

Title 5 Category: AA Degree Applicable  
Grading:            Grade or P/NP  
Repeatability:    02 - May Be Taken for a Total of 2 Units  
Also Listed As:  
Formerly:        BOT 86.55

**Catalog Description:**  
Update and review of basic filing rules and document management solution for office professionals including classification of records, records information management organizations, government laws and regulations, equipment and supplies for records management, basic filing rules, retention methods, and recycling.

**Prerequisites/Corequisites:**

**Recommended Preparation:**

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Update and review of basic filing rules and document management solutions for office professionals including classification of records, professional records information management organizations, government laws and regulations, equipment and supplies for records management, basic filing rules, retention methods, and recycling. (Grade or P/NP)  
Prerequisites/Corequisites:

Recommended:  
Limits on Enrollment:  
Transfer Credit:  
Repeatability: May Be Taken for a Total of 2 Units

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

<b>AS Degree:</b>	<b>Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU GE:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>IGETC:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU Transfer:</b>		<b>Effective:</b>	<b>Inactive:</b>
<b>UC Transfer:</b>		<b>Effective:</b>	<b>Inactive:</b>

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Outcomes and Objectives:**

Students will be able to:

1. Classify records
2. Use records management organizations as resources
3. Gain knowledge of the legal regulations regarding records
4. Select equipment and supplies
5. Apply basic filing rules
6. Retrieve, retain, and recycle records
7. Use procedures for electronic as well as paper files
8. Use image technology and database software

**Topics and Scope:**

1. CLASSIFY RECORDS
  - A. Vital, important, useful, and nonessential
  - B. Administrative, fiscal, legal, and historical
  - C. Reference and transaction
2. RECORDS MANAGEMENT ORGANIZATIONS
  - A. ARMA
  - B. ICRM
3. LEGAL REGULATIONS
  - A. Federal Paperwork Reduction Act
  - B. Freedom of Information Act
  - C. Rights of Privacy
4. SELECT EQUIPMENT AND SUPPLIES
  - A. Filing cabinets
  - B. Guides, folders, labels, etc.
5. APPLY BASIC FILING RULES

- A. Basic rules for alphabetic, numeric, subject, and geographic filing systems
- 6. RETRIEVE, RETAIN, AND RECYCLE RECORDS
  - A. Reorganize files
  - B. Use of color coding
  - C. Maintaining files
  - D. Destroying nonessential records
- 7. USE PROCEDURES FOR ELECTRONIC RECORDS
  - A. File management
  - B. Selection of meaningful names
  - C. Backup and storage
- 8. IMAGE TECHNOLOGY AND DATABASE SOFTWARE
  - A. Microforms
  - B. Database software such as Access

### Assignment:

Participation in lecture/demonstration and completion of practice exercises.

### 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.

Exams, Skill demonstration

Problem solving  
50 - 50%

**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  
10 - 50%

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

Demonstration of filing procedures

Exams  
20 - 50%

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

None

Other Category  
0 - 0%

**Representative Textbooks and Materials:**  
Shortcuts to Creating and Maintaining Organized Files and Records