

**BOT 59.2A Course Outline as of Fall 1981****CATALOG INFORMATION**

Dept and Nbr: BOT 59.2A Title: FILING RULES/PROC

Full Title: Filing Rules and Procedures

Last Reviewed: 12/6/2010

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:**

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.

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

Eligibility for ENGL 100A or ENGL 100.

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

Description: Study &amp; application of filing rules for manual &amp; automated records systems.

Practical work covering alphabetic, numeric, geographic, & subject filing systems & procedures including selection of equipment & supplies. (Grade Only)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100A or ENGL 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:**

reminder files used in an office.

18. List major developments such as microfilm, microfiche, optical disks, computer 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.

**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 automated methods of handling storage, location, and retrieval of records

- A. Describe how a computer database system is designed
  - B. Describe how the components of a database are interrelated
  - C. List and briefly describe the type of operations performed on a computer database
  - D. Analyze, compare, and adjust filing segments for input into a computer database
5. Compare and contrast paperbase and database systems
    - a. Analyze the benefits of 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

**Assignment:**

1. Read textbook chapters, define terms, complete end-of-chapter questions, and case problems as assigned.
2. Complete the practice materials for records and database management, which consists of numerous jobs.
3. Send for quarterly earnings statement from social security.
4. A vendor project which requires visiting an office supply store, listing supplies and equipment related to records management, and summarizing their findings.
5. A library project which includes visiting Plover Library to observe the use of microfilm, microfiche, and CD ROM to manage a large collection of records and writing a report about their experience.
6. A home file project which requires setting up and implementing a filing system based on the information learned throughout the course.

**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.

Term papers	Writing 20 - 30%
<b>Problem Solving:</b> Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.	
Homework problems, Quizzes	Problem solving 20 - 50%
<b>Skill Demonstrations:</b> All skill-based and physical demonstrations used for assessment purposes including skill performance exams.	
PRACTICE KIT	Skill Demonstrations 20 - 40%

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

Multiple choice, True/false, Matching items, Completion, CODING, SORTING, AND FILING

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 Kallaus and Johnson, fifth Edition  
SouthWestern Publishing Company, 1992

RECORDS AND DATABASE MANAGEMENT by Stewart, Greene, and Hickey,  
Glencoe Publishing Company

PRACTICE MATERIALS FOR RECORDS AND DATABASE MANAGEMENT by Stewart,  
Greene,

and Hickey, Glencoe Publishing Company

RECORDS MANAGEMENT PROJECTS by Smith & Johnson, Fifth Edition,  
SouthWestern Publishing Company, 1992