

CATALOG INFORMATION

Dept and Nbr: BOT 172 Title: BASIC FILING, SELF PACED
Full Title: Basic Filing, Self Paced
Last Reviewed: 3/28/2016

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50	Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	0.50	Lab Scheduled	1.50	2	Lab Scheduled	26.25
		Contact DHR	0		Contact DHR	0
		Contact Total	1.50		Contact Total	26.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

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 372

Catalog Description:
American Records Management Association [ARMA] rules are used to present 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.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: American Records Management Association [ARMA] rules are used to present 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. (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:

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. 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:

1. Filing supplies and equipment
2. American Records Management Association (ARMA) rules
 - a. Indexing rules
 - b. Alphabetic filing system
 - c. Subject filing system
 - d. Geographic filing system
 - e. Numeric filing system

Assignment:

1. Completion of 12-15 lessons
2. Two to four quizzes
3. In-class performance exams

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.

Filing exercises

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 - 10%

Representative Textbooks and Materials:

Gregg Quick Filing Practice Kit, by Jeffrey Stewart, 5th ed., Glencoe/McGraw-Hill, 2007.