

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	1.00	Lecture Scheduled	0	17	Lecture Scheduled	0
Minimum	1.00	Lab Scheduled	6.00	4	Lab Scheduled	102.00
		Contact DHR	0		Contact DHR	0
		Contact Total	6.00		Contact Total	102.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 102.00

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:
Eligibility for ENGL 355

Limits on Enrollment:

Schedule of Classes Information:
Description: Basic indexing rules for names of individuals, business names, other organizations & special names. Application of indexing rules to alphabetic, subject, geographic & numerical filing systems using office supplies. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 355
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:

Not Certificate/Major Applicable

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. State why records are necessary and give examples of records needed by businesses and individuals.
4. List and describe the stages in the life cycle of a business record.
5. Compare the Freedom of Information Act with the Privacy Act, and state why each is important in filing.
6. Define the terms alphabetizing, indexing, caption, and unit.
7. Type or write names of individuals in indexing order on cards.
8. Prepare alphabetic cross-reference cards containing names of individuals, and arrange them in sequence with alphabetic cards.
9. List and describe the steps in the filing process.
10. List and describe the steps for storing correspondence in an alphabetic, subject, geographic, and numerical system.
11. List the advantages and disadvantages of the alphabetic, subject, geographic, and numerical filing systems.
12. List the kinds of filing equipment and supplies needed for each of the filing systems.
13. List and describe the parts of a charge-out system.
14. Name three substitutes for a folder or record taken out of the file.
15. Name three sources for obtaining filing equipment and supplies.
16. Describe important physical characteristics of the file drawer.
17. 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.
7. Charge-out system.
8. Freedom of Information Act, Privacy Act, and other government legislation concerning records.

Assignment:

1. A two-page paper on filing equipment and supplies based on a visitation to an office supply store.
2. Completion of 12-15 jobs requiring application of the indexing rules as they apply to the alphabetic, subject, numerical, and geographic filing systems.

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

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
0 - 0%

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.

None

Other Category
0 - 0%

Representative Textbooks and Materials:

RECORDS MANAGEMENT, 4th ed. by Johnson and Kallaus.

