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 & application of filing rules for manual & 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:

AS Degree: **Area**		Effective:	Inactive:
CSU GE: **Transfer Area**		Effective:	Inactive:
IGETC: **Transfer Area**		Effective:	Inactive:
CSU Transfer: Transferable	Effective: Fall 1981	Inactive: Fall 2014
UC Transfer:	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 recrods
    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.
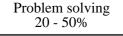
Term papers

Writing 20 - 30%

Problem Solving: Assessment tools, other than exams, that
demonstrate competence in computational or non-
computational problem solving skills.

Homework problems, Quizzes

Problem solving 20 - 50%

Skill Demonstrations: 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 MNAGEMENT by Stewart, Greene,
and Hickey, Glencoe Publishing Company
RECORDS MANAGEMENT PROJECTS by Smith & Johnson, Fifth Edition,
SouthWestern Publishing Company, 1992