**BOT 59.2A Course Outline as of Fall 2011**

# CATALOG INFORMATION

Dept and Nbr: BOT 59.2A Title: BUSINESS RECORDS, PART 1
Full Title: Business Records Skills, Part 1
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 | 17.5 | 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

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| 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:**
Students will apply strategies for organizing paper and electronic records. Practical work includes determining the value of records; selecting equipment and supplies for a home or office; developing an alphabetic filing system; managing electronic files; and using a Windows database management software package, Microsoft Access, to create and manage computerized records.

**Prerequisites/Corequisites:**

**Recommended Preparation:**
Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:**

**Schedule of Classes Information:**
Description: Students will apply strategies for organizing paper and electronic records. Practical work includes determining the value of records; selecting equipment and supplies for a home or office; developing an alphabetic filing system; managing electronic files; and using a Windows database management software package, Microsoft Access, to create and manage computerized

records. (Grade Only)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100
Limits on Enrollment:
Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

## ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

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|---|---|---|---|---|---|
| **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:**
Upon completion of this course, students will be able to:
1. Evaluate the value of records according to the transaction of business and legal obligations.
2. Categorize records utilizing the standards of the Association of Records Managers and Administrators (ARMA).
3. Select appropriate equipment and supplies and electronic storage media that are accessible, readable, and safeguarded against environmental damage.
4. Design systems to effectively manage paper and electronic records for efficient retrieval.
5. Analyze laws and regulations that aid in the protection of personal information and an organization's records.
6. Design, create, and modify an Access database.

**Topics and Scope:**

1. Evaluation of records
   A. Records vs. non-records
   B. Rules of legal evidence to retaining records
   C. Records necessary for the transaction of business
2. Association of Records Managers and Administrators (ARMA) standards
   A. Alphabetic, subject, and numeric filing
   B. Index alphabetic data
3. Equipment and supplies
   A. Equipment for paper records
   B. Location for protection against disasters
   C. Off-site records storage
4. Electronic records retention

A. Digitally organize and preserve
B. Scanning

5. Paper records
   A. Categorize
   B. Maintenance
   C. Storage methods
6. Electronic records
   A. Categorize
   B. Electronic folders and subfolders
7. Laws and regulations
   A. Legal laws for retention, protection, safeguarding, and unauthorized access
   B. Retention periods
   C. Standards and methods of destruction
8. Design, creation, and modification of an Access database
   A. Create a database
   B. Create a table and add records
   C. Create queries
   D. Sort data
   E. Add, change, and delete records
   F. Prepare custom reports

**Assignment:**

1. Reading 20 to 30 pages a week from textbook and Web pages
2. Completion of weekly exercises and drills
3. Organize electronic files using Windows
4. Access database demonstration
5. Final projects to demonstrate skills presented in class
6. Multiple choice or completion of online quizzes or tests

**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.

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| Weekly exercises | Writing<br>20 - 30% |

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

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| Electronic file organization, drills | Problem solving<br>20 - 40% |

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

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| Final project and database demonstration | Skill Demonstrations<br>20 - 40% |

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

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| Exams: multiple choice, true/false, matching items, completion | Exams<br>10 - 20% |

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

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| Attendance and participation | Other Category<br>0 - 10% |

**Representative Textbooks and Materials:**
Records Management, 9th edition, by Judith Read and Mary Lea Ginn, South-Western Publishing, 2011.
Records Management Practice Kit, 9th edition, by Judith Read and Mary Lea Ginn, South-Western Publishing 2011.