

Course Outline

COURSE: BOT 160 **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Fall 2011 **Inactive Course**

SHORT TITLE: RECORD MANAGEMENT

LONG TITLE: Records Management

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
3	18	Lecture:	3	54
		Lab:	0	0
		Other:	0	0
		Total:	3	54

COURSE DESCRIPTION:

Principles covering records management in business including alphabetic, numeric, geographic, and subject systems; an understanding of how records are created, classified, stored, retrieved, transferred, and disposed of; organizing and managing both manual and automated records systems are explained. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

- L - Standard Letter Grade
- P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

- 02 - Lecture and/or discussion

STUDENT LEARNING OUTCOMES:

1. identify correct indexing techniques in correspondence filing systems: alphabetic, numeric, geographic, and subject.
2. describe records classification and various records storage

methods.

3. identify records management terminology.

4. describe procedures for records storage, follow-up, and transfer methods.

5. evaluate filing systems; develop skills in filing and retrieval; and describe cross-referencing.

6. describe records management procedures for producing computer output to microfilm.

7. describe the role of information processing in organizations.

8. describe the levels of records management positions and qualifications needed to attain a position at each level.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Inactive Course: 09/26/2011

1 3 Chapter 3: Records Storage Equipment, Supplies and Methods.

2 3 Chapter 4: Alphabetic Records Storage

TEST #1 ON CHAPTERS 3 AND 4

3-4 3 Chapter 5: Alphabetic Rules for Indexing Personal & Business Names:

5-6 3 Chapter 6: Alphabetic Rules for Indexing Other Names: TEST #2 ON CHAPTERS 5 AND 6

7-8 3 Chapter 7: Manual Records Retrieval and Transfer:

TEST #3-COMPREHENSIVE TEST ON ALPHABETIC STORAGE & RETREIVAL; COVERS CHAPTERS 3,4,5,6, AND 7

9 3 Chapter 8: Subject Records Storage:

10 3 Chapter 9: Numeric Records Storage:

11 3 Chapter 10: Geographic Records Storage:

TEST #4 ON CHAPTERS 8,9, AND 10

12 3 Chapter 11: Subject Filing Systems

13 3 Chapter 12: Special Records:

14 3 Chapter 13: Microrecords:

15 3 Chapter 14: Mechanized and automated records:

16 3 Chapter 1: An Overview of Records Management:

17 3 Chapter 2: Establishing a Records Management

Program:

18 2 FINAL EXAMINATION

ASSIGNMENTS:

WEEK 1 R/D Questions, pgs. 73, 74

WEEK 2 R/D Questions, pgs. 104, 105

WEEK 3-4 Checking knowledge of the Rules, pgs. 114-116

Checking Knowledge of the Rules, pgs. 121, 122

R/D Questions, pg. 131

Report Sheet, Job 1 - Projects Kit

Finding Test 1

Report Sheet, Job 2 - Projects Kit

Finding Test 2

WEEK 5-6 Checking Knowledge of the Rules, pgs. 147-150

(complete 1-4 only; omit 5 on pg. 150)

R/D Questions, pgs. 151, 152

Report Sheet, Job 3 - Projects Kit

Finding Test 3

Report Sheet, Job 4 - Projects Kit

Finding Test 4

Report Sheet, Job 5 - Projects Kit

WEEK 7-8 R/D Questions, pgs. 171, 172

Report Sheet, Job 6 - Projects Kit

Finding Test 6

Report Sheet, Job 7 - Projects Kit

Finding Test 7

Report Sheet, Job 8 - Projects Kit

Report Sheet, Job 9 - Projects Kit

WEEK 9 R/D Questions, pg. 192

Report Sheet, Job 10 - Projects Kit

Finding Test 10

WEEK 10 R/D Questions, pgs. 230, 231

Report Sheet, Card File List, Job 11 - Projects Kit

Finding Test 11

Report Sheet, Card File List, Job 12 - Projects Kit

WEEK 11 R/D Questions, pgs. 261, 262

Report Sheet, Job 13 - Projects Kit

WEEK 12 R/D Questions, pg. 284

WEEK 13 R/D Questions, pgs. 297, 298

WEEK 14 R/D Questions, pgs. 325, 326

WEEK 15 R/D Questions, pgs. 351, 352

WEEK 16 R/D Questions, pgs. 20, 21

WEEK 17 R/D Questions, pgs. 51, 52

WEEK 18 FINAL EXAMINATION

COURSE OBJECTIVES:

WEEK 1 To identify the basic terminology of records storage; to describe the storage equipment and supplies.

WEEK 2 To describe alphabetic storage arrangement and alphabetic storage systems; to evaluate the advantages and disadvantages of alphabetic records storage.

WEEK 3-4 To identify rules for names of persons; to describe alphabetic card filing; to apply the techniques learned by completing simulations.

WEEK 5-6 To identify rules for other names; to identify subjects within alphabetic arrangements; to describe cross referencing of other names; to apply the techniques learned by completing simulations.

WEEK 7-8 To describe records retrieval and records transfer; to apply the techniques learned by completing simulations.

WEEK 9 To describe the arrangement of records stored by subject and the supplies used; to describe the storing and

retrieving procedures for the subject method; to evaluate the advantages and disadvantages of the subject storage method; and to apply the techniques learned by completing simulations.

WEEK 10 To describe the consecutive numbering method and the non-consecutive number method; to identify combinations of completing simulations.

WEEK 11 To evaluate the arrangement of records stored by the geographic method; to identify supplies and storage for geographic storage; to evaluate the advantages and disadvantages of this system; and to apply the techniques learned by completing simulations.

WEEK 12 To identify the nature of card records systems; to describe the equipment and supplies used for this system.

WEEK 13 To describe methods and procedures for storing special records.

WEEK 14 To describe various microforms and procedures and equipment for storing microrecords.

WEEK 15 To describe mechanized and automated records systems; to evaluate applications of records.

WEEK 16 To evaluate the development of records management programs; to describe careers in records management.

WEEK 17 To describe the development of an effective records management program in large and small offices.

WEEK 18 FINAL EXAMINATION

METHODS OF INSTRUCTION:

Instruction consists of lectures, discussions, use of slides, films and transparencies on the overhead projector; handouts prepared by the instructor; projects in the practice kit; bulletin board examples.

Evaluation consists of unit tests, projects, chapter questions, and the final examination.

METHODS OF EVALUATION:

REPRESENTATIVE TEXTBOOKS:

Required:

West, "Records Management", EMC Publishing, 2002

ISBN: 076381427X

Reading Level of Text: 11 Verified by: dvt

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 200630

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: I

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department: BOT

CSU Crosswalk Course Number: 160

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: C

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000165116

Sports/Physical Education Course: N

Taxonomy of Program: 051400