



General Course Information	
1a. Course Dept.:	OT
1b. Course Number:	159
2. Course Title:	Filing and Records Management
3. Units:	2
4. This Course is:	Assoc Degree Applic. - Not transferable

Course Format and Duration	
5a. Course Length:	Full-semester
5b. Weekly Hours:	2 Lecture + 0 Activities + 0 Lab + 0 By Arrangement = Total Weekly Hours:2

Method of Instruction	
6. Instructional methods used to present course content.	
Lecture/Discussion	

Course Preparation	
7a. Corequisite(s):	None
7b. Prerequisite(s):	None
7c. Course Advisory:	SCC minimum English standard
8. Repeatability:	Not Repeatable
Additional Repeatability Info:	None

CATALOG DESCRIPTION AND OTHER CATALOG INFORMATION

9a. Catalog Description:

Designed to introduce the systems approach of records management using both manual and automated equipment. Topics covered include creation, storage (alphabetic, numeric, geographic, and subject methods), protection, evaluation, control, use, and disposition of the records.

9b. Other Catalog information:

None

10. Student Performance Objectives:

As a result of successful completion of this course, a student will be able to:

1. Work effectively and efficiently with all types of filing systems.
2. Analyze a businesses' records management concepts and practices and be able to make recommendations to top management concerning their records management needs.
3. Evaluate a company's records management system on a regular basis to determine if the system is working according to proper records management principles.
4. Set up a filing and records management system for a small business, including making recommendations of equipment and supplies, controlling records, evaluation, etc.

11. Methods of Evaluating Student Achievement:

1. Periodic examinations which include objective as well as problem-solving essay questions.
2. Visits to businesses.
3. Outside reading assignments.

12. Student Assignments (Homework):**a. Required Reading Assignments:**

30-40 pages per week.

b. Required Writing Assignments:

None

c. Other (Terms projects, research papers, portfolios, etc.)

Readings from office magazines.

13. Course Content Outline:

Students will be required to analyze, evaluate, compare, and contrast the following concepts, characteristics, and techniques.

I. Records Management as a Systems Concept

- A. Overview of Records Management
- B. Basic Principles of Records Management

II. Alphabetic Storage and Retrieval

- A. Records Storage Equipment and Supplies
- B. Alphabetic Records Storage
- C. Alphabetic Filing Rules

III. Other Storage Methods

- A. Subject Filing
- B. Numeric Filing
- C. Geographic Filing

IV. Special Records Storage and Retrieval Systems

- A. Card Records
- B. Special Records
- C. Microrecords
- D. Mechanized and Automated Records

V. Records Control

- A. Steps in the Control Process
- B. Methods of Controlling Paperwork
- C. Controlling Records in a Small Office

14a. All textbooks, resources and other materials used in this course are:

College level

14b. EXAMPLE texts, reading and resources:

Stewart. *Records and Database Management*. 4th
McGraw Hill: Gregg, 1989

Stewart. *Filing and Computer Database Project*.
McGraw Hill: Glencoe, 1995

General Education/Transfer Information**IGETC:****CSU:****SCC GE:**