

# College of San Mateo

## Course Outline

- New Course  
 Update/No change  
 Course Revision (Minor)  
 Course Revision (Major)

Date: 11-16-10

Department: BUS Number: 326

Course Title: Electronic Filing and Records Management Units: 1.5

Total Semester Hours Lecture: 24 Lab: Homework: 48 By Arrangement:

### Length of Course

- Semester-long  
 Short course (Number of weeks 8)  
 Open entry/Open exit

### Grading

- Letter  
 Pass/No Pass  
 Grade Option (letter or Pass/No Pass)

Faculty Load Credit (To be completed by Division Office; show calculations.): 24 /16 = 1.5 FLC

1. Prerequisite (Attach Enrollment Limitation Validation Form.)
2. Corequisite (Attach Enrollment Limitation Validation Form.)
3. Recommended Preparation (Attach Enrollment Validation Form.)  
BUS 315 or equivalent; eligibility for ENGL 838/848
4. Catalog Description (Include prerequisites/corequisites/recommended preparation.)  
(1.5) (Pass/No Pass or letter grade option.) Minimum of 24 lecture hours per term. Recommended Preparation: BUS. 315 or equivalent; eligibility for ENGL 838/848. Study of both manual and computer filing methods from creation through maintenance of data records. Covers alphabetic, numeric, geographic and subject filing rules. A materials fee as shown in the schedule of classes is payable upon registration. (AA, CSU)
5. Class Schedule Description (Include prerequisites/corequisites/recommended preparation.)  
Study of both manual and computer filing methods from creation through maintenance of data records. Covers alphabetic, numeric, geographic and subject filing rules. Instructor will discuss portable storage media at first class meeting. A materials fee of \$\_\_ is payable upon registration. Recommended Preparation: BUS. 315 or equivalent; eligibility for ENGL 838/848. (Pass/No Pass or letter grade option.) (AA, CSU)
6. Student Learning Outcomes (Identify 1-6 expected learner outcomes using active verbs.)  
Upon successful completion of the course, the student will be able to
  - a. identify filing theories, rules and applications;
  - b. analyze relevance of data;
  - c. create a correctly alphabetized and sorted file manually.
  - d. create and manipulate a computerized database.
7. Course Objectives (Identify specific teaching objectives detailing course content and activities.  
*For some courses, the course objectives will be the same as the student learning outcomes. If this is the case, please simply indicate this in this section).*  
Same as SLOs

8. **Course Content** (Brief but complete topical outline of the course that includes major subject areas [1-2 pages]. Should reflect all course objectives listed above. In addition, you may attach a sample course syllabus with a timeline.)
- a. Basic records management concepts.
  - b. Preparation of file cards
  - c. Cross reference of file cards
  - d. Color coding for file management
  - e. Subject and Geographic filing
  - f. Discussion of electronic databases
  - g. Introduction to and demonstration of MS ACCESS
  - h. Creation and manipulation of databases using MS ACCESS
9. **Representative Instructional Methods** (Describe instructor-initiated teaching strategies that will assist students in meeting course objectives. Include examples of out-of-class assignments, required reading and writing assignments, and methods for teaching critical thinking skills.)  
**If hours by arrangement are required by this course, please indicate the additional instructional activity which will be provided during this time, where the activity will take place, and how the activity will be supervised.**
- a. Class takes place in the Business Skills Lab where students have the opportunity to apply the knowledge gained from the lecture.
  - b. Instructor will lecture about Course Content topics.
  - c. Students will be required to read each chapter before class to prepare for in-lab exercises.
  - d. Students will be required to print and hand in or email selected exercises to the instructor.
  - e. Instructor will provide feedback and guidance based on selected exercises.
  - f. Students will have use of computer labs under faculty supervision to work on any class-related projects.
10. **Representative Methods of Evaluation** (Describe measurement of student progress toward course objectives. Courses with required writing component and/or problem-solving emphasis must reflect critical thinking component. If skills class, then applied skills.)
- a. Selected student exercises will be evaluated by the instructor and assigned percentage point values for completeness, correctness and timelines.
11. **Representative Text Materials** (With few exceptions, texts need to be current. Include publication dates.)

Intensive Records Management, 5<sup>th</sup> Edition, SouthWest Pub., Henne 2007

Prepared by: \_\_\_\_\_  
(Signature)

Email address:

Submission Date: \_\_\_\_\_