

College of San Mateo
Official Course Outline

1. **COURSE ID:** BUS. 326 **TITLE:** Electronic Filing and Records Management

Semester Units/Hours: 1.5 units; a minimum of 24.0 lecture hours/semester

Method of Grading: Grade Option (Letter Grade or P/NP)

Recommended Preparation:

Eligibility for ENGL 838 or 848.
BUS. 315,

2. **COURSE DESIGNATION:**

Degree Credit

Transfer credit: CSU

3. **COURSE DESCRIPTIONS:**

Catalog Description:

Study of both manual and computer filing methods from creation through maintenance of data records.
Covers alphabetic, numeric, geographic and subject filing rules.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**

Upon successful completion of this course, a student will meet the following outcomes:

1. identify filing theories, rules and applications;
2. analyze relevance of data;
3. create a correctly alphabetized and sorted file manually.
4. create and manipulate a computerized database.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**

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

1. identify filing theories, rules and applications;
2. analyze relevance of data;
3. create a correctly alphabetized and sorted file manually.
4. create and manipulate a computerized database.

6. **COURSE CONTENT:**

Lecture Content:

1. Basic records management concepts.
2. Preparation of file cards
3. Cross reference of file cards
4. Color coding for file management
5. Subject and Geographic filing
6. Discussion of electronic databases
7. Introduction to and demonstration of MS ACCESS
8. Creation and manipulation of databases using MS ACCESS

7. **REPRESENTATIVE METHODS OF INSTRUCTION:**

Typical methods of instruction may include:

1. Other (Specify): 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.

8. **REPRESENTATIVE ASSIGNMENTS**

Representative assignments in this course may include, but are not limited to the following:

Reading Assignments:

Students will be required to read each chapter before class.

9. **REPRESENTATIVE METHODS OF EVALUATION**

Representative methods of evaluation may include:

1. Selected student exercises will be evaluated by the instructor and assigned percentage point values for completeness, correctness and timelines.

10. **REPRESENTATIVE TEXT(S):**

Possible textbooks include:

1. Henne. *Intensive Records Management*, 5th ed. Southwest Publishing, 2007

Origination Date: August 2010

Curriculum Committee Approval Date: November 2012

Effective Term: Fall 2013

Course Originator: Patricia Brannock