

Lecture Contact Hours: 8-9; Homework Hours: 16-18;
Laboratory Contact Hours: 24-27; Homework Hours: 0;
Total Student Learning Hours: 48-54

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

Business Office Technology 104 – Filing and Records Management

.5 hour lecture, .5 unit
1.5 hours laboratory, .5 unit
Total units: 1

Catalog Description

Instruction in the Association of Records Managers and Administrators (ARMA) filing rules and techniques which are widely used in business to create and maintain files. Covers alphabetic, numeric, geographic and subject filing rules; and records management including rules for retention, transfer and disposition of records. Students will use a software package to learn basic filing rules.

Prerequisite

None

Course Content

- 1) ARMA alphabetic, numeric, geographic, subject filing rules
- 2) File creation and maintenance
- 3) Records retention cycles; records management

Course Objectives

Students will be able to:

- 1) Apply ARMA alphabetic, numeric, geographic and subject filing rules to create and maintain files.
- 2) Apply basic file management techniques for creation and maintenance of files.
- 3) Apply basic record retention cycle rules to maintain files.
- 4) Evaluate situations to determine the most appropriate file management techniques.
- 5) Evaluate specific records to determine most appropriate records classification.

Method of Evaluation

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Assignments, projects and quizzes which measure students' ability to apply ARMA filing rules and techniques to create and maintain files.
- 2) Exams and final exam (objective, performance) which measure students' ability to determine the most appropriate file management techniques and records classification to create and maintain files.

Special Materials Required of Student

Electronic storage media

Minimum Instructional Facilities

Computers and filing software

Method of Instruction

- 1) One-on-one or group lecture

- 2) Self-paced reading and lab projects
- 3) Individual assistance

Out-of-Class Assignments

Assigned textbook reading

Texts and References

- 1) Required (representative example): Read and Ginn, *Records Management*. 10th edition. Cengage, 2016.
- 2) Supplemental: William Saffady, *Records and Information Management*. 4th edition. Rowman & Littlefield Publishing Group, 2021.

Student Learning Outcomes

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

- 1) Apply ARMA alphabetic, numeric, geographic and subject filing rules to create and maintain files.
(Work Based Learning Outcome)
- 2) Apply basic file management techniques for creation and maintenance of files.
- 3) Apply basic record retention cycle rules to maintain files.