

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

X Transfer course X A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: OIS 115 Filing and Records Management

UNIT VALUE: 1

MINIMUM NUMBER OF SEMESTER HOURS: 32

BASIC SKILLS REQUIREMENTS: Appropriate language skills.

ENTRANCE REQUIREMENTS: None

PREREQUISITE: None.

COREQUISITE: None.

RECOMMENDED PREPARATION: None.

SCOPE OF COURSE:

Training in principles of filing and records management. Study and practice in filing by the alphabetic, numeric, geographic, and subject methods.

SPECIFIC COURSE OBJECTIVES: Successful students will

1. identify the rules and principles underlying effective management of records;
2. analyze records according to these principles;
3. apply appropriate principles to each record to effect its correct disposition;
4. apply above objectives to each of the four methods of records management: alphabetic, numeric, geographic, and subject.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- A. Filing and Records Management Terminology and Concepts
- B. Alphabetic Indexing
 1. personal names
 2. business names
 3. organizations and institutions
 4. government offices and agencies
 5. cross-referencing

- C. Alphabetic Correspondence Filing Procedures
 - 1. procedures
 - a. inspection
 - b. indexing
 - c. cross-referencing
 - d. coding
 - e. sorting
 - f. filing
 - 2. filing forms
 - 3. tickler files
 - 4. charge-out and follow-up procedures
- D. Numeric Filing
 - 1. serial filing
 - a. basic components
 - b. procedures
 - 2. nonconsecutive filing
- E. Subject Filing
- F. Geographic Filing

REQUIRED READING:

Henne, Andrea. Intensive Files Management. 4th edition. Cincinnati: ITP/South-Western, 1998.

SUGGESTED READING: None.

REQUIRED WRITING: Problem-solving exercises and skill demonstrations are more appropriate. These include text questions and practical exercises simulating actual records management situations. Also included are problem-solving and objective test questions.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.

Due to the nature of the open-entry concept, students are encouraged to spend at least 4 hours per week in and/or out of the lab to complete coursework within 8 weeks. This includes the required reading and the problem-solving assignments that illustrate and apply course principles and techniques.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

The course is offered on an open-entry/open-exit basis and is self-paced. 32 hours of laboratory time are arranged by each student with the instructor during a semester. Four lectures are given in conjunction with the course and are offered on a rotating basis.

Each student works through a packet that includes detailed instructions and practical exercises

simulating actual filing situations. Students are given individualized instruction and evaluation throughout the course as they work through their materials.

All quizzes and exams are completed under supervision in the lab, and each stage of the material is evaluated (and discussed as necessary) before the next stage is attempted.

DISTANCE LEARNING:

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply:

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

<u>Criteria</u>	<u>% of Course Grade</u>
Exercises	25%
Quizzes	25%
Midterm	25%
Final	<u>25%</u>
TOTAL	100%

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes No Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON: Judy Dolan

SIGNATURES ON FILE