

## COURSE OUTLINE

Filing Systems and Record Management  
Course Title

OA112  
Dept. & Course No.

### I. COURSE DESCRIPTION

This course covers basic indexing and filing rules, steps in correspondence filing, storage, and use of equipment and supplies.

### II. SEMESTER CREDITS: 3

III. CONTACT HOURS PER WEEK:      3                      0                      3  
Lecture                                      Lab                                      Total

### VI. PREREQUISITE: None

### V. STUDENT LEARNING OUTCOMES:

### VI. COURSE CONTENT:

Upon completion of the course, the student will be able, with 65% accuracy, to:

1. Explain record management.

#### A. Record Management

1. Concepts
2. Careers
3. History and Legislation
4. Organization

2. Use the alphabetic filing method.

#### B. Alphabetic Filing

1. Inspect
2. Index
3. Code
4. Cross-reference
5. Sort
6. Store

3. Retrieve, retain, transfer, and dispose records.

#### C. Retrieve, Retain, Transfer, and Dispose Records

1. Retrieval
  - a. Requisition
  - b. Charge out
  - c. Follow up
2. Retention/Transfer
  - a. Retention schedule
  - b. Periodic/Perpetual transfer
  - c. Active/Inactive/Archive
3. Disposition

4. Use the subject filing method.

#### D. Subject Filing

1. Inspect
2. Index/code
3. Cross-reference
4. Sort
5. Store

X. METHOD OF EVALUATION:

A. The components that are included in the computation of the final grade are:

<u>Components</u>	<u>Percent</u>
Assignments/Projects	25%
Presentations	5%
Tests/Quizzes	25%
Mid-term/Final Examinations	25%
Participation	<u>20%</u>
<b>Total</b>	<b>100 %</b>

B. The conversion of percent to letter grade is as follows:

Percentage	Letter Grade
90-100.....	A
80-89.....	B
70-79.....	C
65-69.....	D
0-64.....	F

**Palau Community College**  
**OA112 Filing Systems and Record Management**  
**Course Learning Outcomes**

During the course experience, the **course learning outcomes** (CLOs) will be assessed through the use of signature assignments. A rating scale will be used to determine the students' proficiency level of each CLO using specifically aligned assignments. The numerical ratings of 4, 3, 2 and 1 are not intended to represent the traditional school grading system of A, B, C, D and F. The descriptions associated with each of the numbers focus on the level of student performance for each of the course learning outcomes listed below.

- |               |              |
|---------------|--------------|
| 4 Outstanding | 2 Emerging   |
| 3 Proficient  | 1 Developing |

**CLO #1:**

Numerical Value	Students will be able to index, code, cross-reference and file records in alphabetic, numeric, subject, and geographic storage.
4	Identify filing segments, index and code filing segments, prepare necessary cross-references, sort and file records with 0-2 errors
3	Identify filing segments, index and code filing segments, prepare necessary cross-references, sort and file records with 3-4 errors
2	Identify filing segments, index and code filing segments, prepare necessary cross-references, sort and file records with 5-6 errors
1	Identify filing segments, index and code filing segments, prepare necessary cross-references, sort and file records with 7 or more errors

**CLO #2**

Numerical Value	Students will be able to add, delete, update, and retrieve records from a database file.
4	Add new records, delete old records, make updated changes to records, and retrieve records from database without any errors.
3	Add new records, delete old records, make updated changes to records, and retrieve records from database with only 1 error.
2	Add new records, delete old records, make updated changes to records, and retrieve records from database with 2-3 errors.
1	Add new records, delete old records, make updated changes to records, and retrieve records from database with more than 3 errors.

**CLO #3**

Numerical Value	Students will be able to set up a filing system whether alphabetic, numeric, subject, or geographic.
4	Identify supplies, prepare labels, affix labels, and arrange guides along with folders without any errors
3	Identify supplies, prepare labels, affix labels, and arrange guides along with folders with only 1 error
2	Identify supplies, prepare labels, affix labels, and arrange guides along with folders with 2-3 errors
1	Identify supplies, prepare labels, affix labels, and arrange guides along with folders with more than 3 errors

**CLO #4**

Numerical Value	Students will be able to apply color labels to folders.
4	Pick the right color labels for records without any errors
3	Pick the right color labels for records with only 1 error
2	Pick the right color labels for records with only 2 errors
1	Pick the right color labels for records with 3 or more errors