



MASTER COURSE OUTLINE

Prepared By: Daneen Berry-Guerin

Date: February 2014

COURSE TITLE

Filing

GENERAL COURSE INFORMATION

Dept.: BIM

Course Num: 130

(Formerly: OFF 130)

CIP Code: 51.0204

Intent Code: 21

Program Code: 567

Credits: 1-2

Total Contact Hrs Per Qtr.: 22-44

Lecture Hrs:

Lab Hrs: 22-44

Other Hrs:

Distribution Designation: General Elective (GE)

COURSE DESCRIPTION (as it will appear in the catalog)

This course introduces basic filing rules for alphabetic, numeric, subject, and geographic filing.

PREREQUISITES

None

TEXTBOOK GUIDELINES

Filing text as determined by BIM Faculty (Example: *Gregg Quick Filing Practice*, by Jeffrey R. Stewart, Jr.)

COURSE LEARNING OUTCOMES

Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:

1. Set up and manage correspondence storage systems utilizing any of the five major methods of filing
 - a. Alphabetic
 - b. Subject
 - c. Geographic
 - d. Numeric
 - e. Chronological
2. Code and retrieve store information
3. Index, code, and cross-reference to manage data
4. Manage records, business forms, and correspondence

INSTITUTIONAL OUTCOMES

IO3 **Human Relations/Workplace Skills:** Students will be able to demonstrate teamwork, professionalism, and/or workplace specific skills.

COURSE CONTENT OUTLINE

- Alphabetic Filing
- Subject Filing
- Geographic Filing
- Numeric Filing

- Chronological Filing

DEPARTMENTAL GUIDELINES *(optional)*

The syllabus must contain evaluation/grading guidelines, class environment/expectations/rules, course learning outcomes, and a disability services statement. A schedule must be provided to students that contains content covered (text chapters, topics, etc.), tentative test dates (to include final date/time). If an LMS or similar site is used for the course, it must be created following the Quality Matters (QM) principals outlined in the QM workbook questions. These documents should be reviewed with the BIM instructor at least two weeks prior to class start.

DIVISION CHAIR APPROVAL

DATE