

# Glendale College

## Course Outline of Record Report

Course ID 005265  
Cyclical Review - May 2025

### CABOT104 : Filing Methods And Systems

#### General Information

Author:	<ul style="list-style-type: none"> <li>Cynthia Haiduk-Pollack</li> <li>Bender, Jason</li> <li>Paransky, Vladimir</li> <li>Paransky, Vladimir</li> </ul>
Course Code (CB01) :	CABOT104
Course Title (CB02) :	Filing Methods And Systems
Department:	CABOT
Proposal Start:	Spring 2026
TOP Code (CB03) :	(0514.00) Office Technology/Office Computer Applications
CIP Code:	(52.0401) Administrative Assistant and Secretarial Science, General.
SAM Code (CB09) :	C - Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000260092
Curriculum Committee Approval Date:	05/28/2025
Board of Trustees Approval Date:	07/08/2025
Last Cyclical Review Date:	05/28/2025
Course Description and Course Note:	CABOT 104 introduces students to the principles and procedures for establishing and using various traditional and electronic filing systems. This includes practice in alphabetic, numeric, geographic, and subject filing methods and covers principles and procedures for storage and retrieval, retention, and transfer and disposal of records.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none"> <li>Credit</li> </ul>
Mode of Delivery:	No value
Author:	No value
Course Family:	No value

#### Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none"> <li>Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)</li> </ul>
Alternate Discipline:	No value
Alternate Discipline:	No value

### Course Development

**Basic Skill Status (CB08)**

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

**Course Special Class Status (CB13)**

Course is not a special class.

**Pre-Collegiate Level (CB21)**

Not applicable.

**Grading Basis**

- Grade with Pass / No-Pass Option

**Course Support Course Status (CB26)**

Course is not a support course

### General Education and C-ID

**General Education Status (CB25)**

Not Applicable

**Transferability**

Not transferable

**Transferability Status**

Not transferable

### Units and Hours

#### Summary

<b>Minimum Credit Units (CB07)</b>	1
<b>Maximum Credit Units (CB06)</b>	1
<b>Total Course In-Class (Contact) Hours</b>	36
<b>Total Course Out-of-Class Hours</b>	18
<b>Total Student Learning Hours</b>	54

#### Credit / Non-Credit Options

**Course Type (CB04)**

Credit - Degree Applicable

**Noncredit Course Category (CB22)**

Credit Course.

**Noncredit Special Characteristics**

No Value

**Course Classification Code (CB11)**

Credit Course.

Variable Credit Course

**Funding Agency Category (CB23)**

Not Applicable.

Cooperative Work Experience Education

Status (CB10)

#### Weekly Student Hours

	In Class	Out of Class
Lecture Hours	0.5	1
Laboratory Hours	1.5	0
Studio Hours	0	0

#### Course Student Hours

<b>Course Duration (Weeks)</b>	18
<b>Hours per unit divisor</b>	0
<b>Course In-Class (Contact) Hours</b>	
Lecture	9

Laboratory	27
Studio	0
<b>Total</b>	<b>36</b>

**Course Out-of-Class Hours**

Lecture	18
Laboratory	0
Studio	0
<b>Total</b>	<b>18</b>

**Time Commitment Notes for Students**

No value

**Units and Hours - Weekly Specialty Hours**

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

**Prerequisites, Corequisites, Recommended Corequisites, and Recommended Preparation****Advisory**

CABOT102 - English For Business (in-development)

**Outcomes**

- Produce cohesive and grammatically correct sentences for business documents
- Create and edit a variety of business documents, revise for mailability with at least 70 percent accuracy
- Revise poorly written sentences by using appropriate proofreading marks;

**OR****Advisory**

ESL141 - Grammar And Writing IV

**Outcomes**

- Use the targeted grammatical structures with at least 70% accuracy
- Write a thesis-based multi-paragraph essay of 400-450 words using level-appropriate grammar, punctuation, and spelling at a passing level as determined by the ESL 141 scoring guide
- write an essay of 400-450 words using level-appropriate grammar, punctuation, and spelling at a passing level as determined by the ESL 141 scoring guide.

## Entry Standards

Entry Standards	Description
Compose a 400 to 450-word thesis-based essay which: a. summarizes and cites appropriately a reading passage provided as a prompt b. includes a clear thesis statement c. uses evidence to support the thesis d. shows clear organization into an introduction, body and conclusion e. uses appropriate rhetorical modes such as comparison/contrast, cause/effect and persuasion in order to support a thesis	ESL 141
Demonstrate control of verb tenses in active and passive voice, gerunds and infinitives, conditionals real and unreal, adjective, noun, and adverb clauses, and transitional expressions	ESL 141
Comprehend multi-paragraph reading passages in textbooks.	ESL 141

## Course Limitations

Cross Listed or Equivalent Course	Description
No value	No value

## Specifications

Methods of Instruction	
Methods of Instruction	Lecture
Methods of Instruction	Laboratory
Methods of Instruction	Demonstrations

**Methods of Instruction**

Presentations

**Out of Class Assignments**

Organization assignments

- Practice filing tasks - traditional and electronic - specific to medical, legal, and general business offices

Computer projects

- Electronically filing patient or client information

**Methods of Evaluation****Rationale**

Exam/Quiz/Test

Quizzes

Exam/Quiz/Test

Midterm

Exam/Quiz/Test

Final examination

**Textbook Rationale**

No textbook that meets the class's needs is available now.

**Textbooks****Author****Title****Publisher****Date****ISBN**

Stewart, Jeffrey

Gregg Quick Filing Practice Kit

Maidenhead:  
McGraw-Hill  
Education

2007

978-0073222882

**Other Instructional Materials (i.e. OER, handouts)**

No Value

**Learning Outcomes****Course Objectives**

Analyze principles for alphabetic, numeric, geographic, and subject filing.

Describe procedures for storage, retrieval, retention, and the transfer of traditional and electronic records.

Identify the practical uses of the three main filing classification systems.

Prepare correct cross reference file notations.

## SLOs

### Store, retrieve, retain, transfer, and dispose of records with minimum 70 percent accuracy.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
<i>MOA</i> Medical Front Office - A.S. Degree Major	Learn the specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims.  Use appropriate computer programs to key basic documents and to navigate the Internet.
<i>MOA</i> Medical Front Office - Certificate	Learn the specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims.  Use appropriate computer programs to key basic documents and to navigate the Internet.
<i>CABOT</i> General Office - Certificate	Perform basic operations in Word, Excel, Access, and PowerPoint; compose entry-level correspondence using appropriate business language and cohesive, grammatically correct sentences; become familiar with Global information systems and be able to sign on to an account and use common utilities including e-mail, Gopher, and Web browsers to search a variety of databases for information.  Use a variety of office procedures to perform such tasks as sorting mail and answering telephones; filing and processing documents; edit and revise memos, e-mails, letters and reports. The student will be able to identify the personal traits that lead to effective human relation skills in business and develop skills to work more effectively with customers and other employees, including communicating with clients verbally face-to-face and over the telephone.
<i>CABOT</i> General Office - A.S. Degree Major	Perform basic operations in Word, Excel, Access, and PowerPoint; compose entry-level correspondence using appropriate business language and cohesive, grammatically correct sentences; become familiar with Global information systems and be able to sign on to an account and use common utilities including e-mail, Gopher, and Web browsers to search a variety of databases for information.  Use a variety of office procedures to perform such tasks as sorting mail and answering telephones; filing and processing documents; edit and revise memos, e-mails, letters and reports. The student will be able to identify the personal traits that lead to effective human relation skills in business and develop skills to work more effectively with customers and other employees, including communicating with clients verbally face-to-face and over the telephone.
<i>CABOT</i> Administrative Assistant - Certificate	The student will be able to use a variety of office procedures to perform such tasks as sorting mail, filing and processing documents; develop interpersonal skills to conduct and participate in job interviews, practice effective human relation skills in business, handle telephone conversations with ease, and develop skills to communicate more effectively with customers and other employees verbally.
<i>CABOT</i> Receptionist/Office Clerk	Use a variety of office procedures to perform such tasks as sorting mail, answering telephones, and filing and processing documents using the latest computer technologies.
<i>CABOT</i> Administrative Assistant - A.S. Degree Major	Use a variety of office procedures to perform such tasks as sorting mail, filing and processing documents; develop interpersonal skills to conduct and participate in job interviews, practice effective human relation skills in business, handle telephone conversations with ease, and develop skills to communicate more effectively with customers and other employees verbally.
<i>MOA</i> Medical Front Office A.S. Degree	Use appropriate computer programs to key basic documents and to navigate the Internet
<i>MOA</i> Medical Front Office Certificate	Use appropriate computer programs to key basic documents and to navigate the Internet

### Create, save, modify and print a document using a word processing program and appropriate assistive technology. Expected Outcome Performance: 70.0

<i>MOA</i> Medical Front Office A.S. Degree	Acquire basic communication skills  Earn the specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims
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MOA Medical Front Office Certificate	Acquire basic communication skills
	Earn the specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims
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CABOT Business Information Worker (BIW)	produce basic business correspondence and reports with appropriate formatting using Word,
Apply principles of alphabetic, numeric, geographic, and subject filing.	
Expected Outcome Performance: 70.0	

## Additional SLO Information

**Does this proposal include revisions that might improve student attainment of course learning outcomes?**

No

**Is this proposal submitted in response to learning outcomes assessment data?**

No

**If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.**

No Value

#### **SLO Evidence**

No Value

## **Course Content**

### **Lecture Content**

#### **Introduction to Records Management (1 hour)**

- Nature of records management
- History of business records
- Filing terminology - manual and electronic

#### **Basic Methods of Filing Correspondence (1 hour)**

- Alphabetic Numeric
- Geographic
- Subject
- Chronological

#### **Storage Procedures (1 hour)**

- Basic filing supplies
- Filing procedures
- Inspecting
- Indexing
- Coding
- Cross-referencing
- Sorting
- Filing (storing)

#### **Retrieval Procedures (1 hour)**

- Requisitions and charge-outs
- Follow-up procedures

#### **Methods and Systems for Storage and Retrieval of Special Records (1 hour)**

- Cards and visible records
- Non-correspondence records
- Unconventional records

#### **Control of the Records Cycle (1 hour)**

- Creation
- Retention
- Transfer
- Disposal

#### **Filing Supplies, Software, and Equipment (1 hour)**

#### **Introduction to Electronic Filing (1 hour)**

#### **Lab Content (1 hour)**

- Methods of filing correspondence
- Indexing and alphabetizing based on the 12 Rules
- Hands-on traditional and electronic alphabetic filing practice
- Hands-on traditional and electronic subject filing practice
- Hands-on traditional and electronic numeric filing practice hands-on traditional and electronic geographic filing practice

**Total Hours: 9**

**Laboratory/Studio Content****Lab Content (9 hours)**

- Methods of filing correspondence
- Indexing and alphabetizing based on the 12 Rules
- Hands-on traditional and electronic alphabetic filing practice
- Hands-on traditional and electronic subject filing practice
- Hands-on traditional and electronic numeric filing practice hands-on traditional and electronic geographic filing practice

**Total Hours: 9****Additional Information****Repeatability**

Not Repeatable

**Justification (if repeatable was chosen above)**

No Value

**Is it possible this course will have a material fee?**

No

**I have contacted my library liaison (<https://campusguides.glendale.edu/faculty/liasons>):**

No

**What term(s) will this course be offered?**

Fall/Spring

**Will any additional resources be needed for this course? (Click all that apply)**

- No

**If additional resources are needed, add a brief description and cost in the box provided.**

No Value

**Resources****Did you contact your departmental library liaison?**

Yes

**If yes, who is your departmental library liaison?**

Aisha Conner-Gaten (Business, ESL-Credit)

Did you contact the DEIA liaison?

Yes

Were there any DEIA changes made to this outline?

Yes

If yes, in what areas were these changes made:

- Course Description

Will any additional resources be needed for this course? (Click all that apply)

No Value

If additional resources are needed, add a brief description and cost in the box provided.

Added the words "students" to course description. Jason Bender may know of any additional resources needed for this course