

## STV34 : Filing Fundamentals

### General Information

Author:	<ul style="list-style-type: none"><li>Rosemarie Shamieh</li></ul>
Course Code (CB01) :	STV34
Course Title (CB02) :	Filing Fundamentals
Department:	STV
Proposal Start:	Spring 2025
TOP Code (CB03) :	(0599.00) Other Business and Management
CIP Code:	(52.9999) Business, Management, Marketing, and Related Support Services, Other.
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000625973
Curriculum Committee Approval Date:	05/22/2024
Board of Trustees Approval Date:	Pending
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	STV 34 covers the use of indexing rules for filing alphabetically, numerically, geographically and by subject. Classroom exercises, practical activities, handouts, and quizzes are designed to prepare students for working with office files and employment tests. Laboratory 40 hours. Note: This course is pass/ no pass only.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none"><li>Noncredit</li></ul>
Mode of Delivery:	
Author:	
Course Family:	

### Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none"><li>Vocational (short-term): Non-Credit</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

- Pass / No-Pass Only

### 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

**Minimum Credit Units (CB07)** 0

**Maximum Credit Units (CB06)** 0

**Total Course In-Class (Contact) Hours** 40

**Total Course Out-of-Class Hours** 0

**Total Student Learning Hours** 40

### Credit / Non-Credit Options

#### Course Type (CB04)

Non-Credit

#### Noncredit Course Category (CB22)

Short-Term Vocational.

#### Noncredit Special Characteristics

No Value

#### Course Classification Code (CB11)

Other Non-Credit Enhanced Funding.

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	0
Laboratory Hours	40	0
Studio Hours	0	0

### Course Student Hours

<b>Course Duration (Weeks)</b>	18
<b>Hours per unit divisor</b>	54
<b>Course In-Class (Contact) Hours</b>	
Lecture	0
Laboratory	40
Studio	0

**Total** 40

**Course Out-of-Class Hours**

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

**Pre-requisites, Co-requisites, Anti-requisites and Advisories**

**Advisory**

ESL30 - ENGLISH AS A SECOND LANGUAGE LEVEL 3

**Objectives**

- Write paragraphs at the low-intermediate level with sufficient unity.
- Develop coherence and mechanical accuracy.
- Demonstrate mastery of grammatical structures studied at a level sufficient to pass unit tests and the divisional grammar mastery test for this level.
- Converse at a functional level adequate for everyday use on the campus and in the community.
- Respond to questions about recorded and live speeches, dialogues, role plays, and lectures.
- Decode 2,500-word reading passages, respond to inference and recall questions, and utilize a monolingual English dictionary to advantage.

**Entry Standards**

Entry Standards

Converse at a functional level adequate for everyday use.

Comprehend dialogues, role playing, and lectures.

Decode short reading passages.

## Course Limitations

Cross Listed or Equivalent Course

## Specifications

### Methods of Instruction

Methods of Instruction                      Lecture

Methods of Instruction                      Laboratory

Methods of Instruction                      Multimedia

Methods of Instruction                      Demonstrations

Methods of Instruction                      Discussion

Methods of Instruction                      Independent Study

Methods of Instruction                      Collaborative Learning

### Out of Class Assignments

N/A

### Methods of Evaluation

### Rationale

Exam/Quiz/Test                      Completion of required practical applications

Exam/Quiz/Test                      Tests

Exam/Quiz/Test                      Practice employment test

### Textbook Rationale

Both Gregg's Reference Manual (e11) and Arco Master the Clerical Exams (e6) are the most current editions.

### Textbooks

Author	Title	Publisher	Date	ISBN
Sabin, William A.	The Gregg Reference Manual	McGraw-Hill	2014	9780073397108
Niesz, John J.	Arco Master the Clerical Exams	Peterson's,	2010	9780768928648
Judith Schoenholtz-Read	Records Management (print & electronic)	Cengage	2016	9781305119161
<b>Other Instructional Materials (i.e. OER, handouts)</b>				
No Value				
<b>Materials Fee</b>				
No value				

## Learning Outcomes and Objectives

### Course Objectives

Use indexing and alphabetizing rules to determine filing order.

Apply filing terminology and its application to office filing tasks.

Identify the practical uses of the three main classification systems.

Prepare correct cross reference file notations.

### SLOs

Pass filing and indexing tests covering main classification systems.

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.
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<i>STV</i> General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
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<i>STV</i> Dental Front Office Certificate	Perform clerical duties such as: schedule appointments, answer phones, etc.
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<i>STV</i> General Front Office Clerk III Certificate	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.
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## Additional SLO Information

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

No

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

No

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

No Value

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**SLO Evidence**

No Value

## Course Content

### Lecture Content

No value

### Laboratory/Studio Content

#### Filing Classifications (4 hours)

- Alphabetic
- Numerical
- Geographic
- Subject

#### Indexing Rules and Practical Applications (36 hours)

- Alphabetic
- Numerical
- Geographic
- Subject

**Total hours: 40**

## Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

### GCC Major Requirements

No Value

### GCC General Education Graduation Requirements

No Value

### Repeatability

Repeatable

### Justification (if repeatable was chosen above)

Non-credit courses

## Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liason?

No Value

**Did you contact the DEIA liaison?**

No

**Were there any DEIA changes made to this outline?**

No

**If yes, in what areas were these changes made:**

No Value

**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