



COURSE OUTLINE : CABOT 104
D Credit – Degree Applicable
COURSE ID 005265
Cyclical Review: October 2020

COURSE DISCIPLINE : CABOT
COURSE NUMBER : 104
COURSE TITLE (FULL) : Filing Methods and Systems
COURSE TITLE (SHORT) : Filing Methods & Systems

CATALOG DESCRIPTION

CABOT 104 covers principles and procedures for establishment and use of 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.

Total Lecture Units: 0.50

Total Laboratory Units: 0.50

Total Course Units: 1.00

Total Lecture Hours: 9.00

Total Laboratory Hours: 27.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 36.00

Total Out-of-Class Hours: 18.00

Recommended Preparation: CABOT 102 and ENGL 100 or ESL 141.



ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	ESL	141	Grammar And Writing IV	Compose a 400 to 450-word thesis-based essay which:	Yes
2	ESL	141	Grammar And Writing IV	a. summarizes and cites appropriately a reading passage provided as a prompt;	Yes
3	ESL	141	Grammar And Writing IV	b. includes a clear thesis statement;	Yes
4	ESL	141	Grammar And Writing IV	c. uses evidence to support the thesis;	Yes
5	ESL	141	Grammar And Writing IV	d. shows clear organization into an introduction, body and conclusion;	Yes
6	ESL	141	Grammar And Writing IV	e. uses appropriate rhetorical modes such as comparison/contrast, cause/effect and persuasion in order to support a thesis;	Yes
7	ESL	141	Grammar And Writing IV	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;	Yes
8	ESL	141	Grammar And Writing IV	comprehend multi-paragraph reading passages in textbooks.	Yes
9	ENGL	100	Writing Workshop	Read, analyze, and evaluate contemporary articles and stories to identify topic, thesis, support, transitions, conclusion, audience, and tone;	Yes
10	ENGL	100	Writing Workshop	read, analyze, and evaluate contemporary articles and stories for the comprehension of difficult content and the identification of main ideas and (topic-based) evidence;	Yes
11	ENGL	100	Writing Workshop	read, analyze, and evaluate student compositions for unity, development, use of evidence, interpretation, coherence, and variety of sentence form;	Yes
12	ENGL	100	Writing Workshop	write a summary of a contemporary article or story with correct citation techniques;	Yes
13	ENGL	100	Writing Workshop	write an argumentative essay that has an introduction, body paragraphs, and a conclusion, demonstrating a basic understanding of essay organization;	Yes
14	ENGL	100	Writing Workshop	write an argumentative essay that addresses the topic, is directed by a thesis statement, uses appropriate textual evidence, develops logical interpretations, and concludes with some compelling observations;	Yes



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15	ENGL	100	Writing Workshop	write an argumentative essay that integrates the ideas of others (i.e., authors) through paraphrasing, summarizing, and quoting with correct citation techniques;	Yes
16	ENGL	100	Writing Workshop	write an argumentative essay that generates novel ideas (those that add to the conversation rather than repeating the author's ideas) related to the topic and the readings;	Yes
17	ENGL	100	Writing Workshop	write compositions (e.g., summaries and argumentative essays) that are easy to read and follow, though some errors in grammar, mechanics, spelling, or diction may exist;	Yes
18	ENGL	100	Writing Workshop	proofread and edit essays for content, language, citation, and formatting problems.	Yes

EXIT STANDARDS

- 1 Analyze principles for alphabetic, numeric, geographic, and subject filing;
- 2 describe procedures for storage, retrieval, retention, transfer of traditional and electronic records.
- 3 identify the practical uses of the three main classification systems;
- 4 prepare correct cross reference file notations.

STUDENT LEARNING OUTCOMES

- 1 demonstrate ability to apply principles of alphabetic, numeric, geographic, and subject filing
- 2 store, retrieve, retain, transfer, and dispose of records with minimum 70 percent accuracy
- 3 create, save, modify and print a document using a word processing program and appropriate assistive technology.

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Introduction to Records Management • Nature of records management • History of business records • Filing terminology - Manual and Electronic	1	0	1
2	Basic Methods of Filing Correspondence • Alphabetic • Numeric • Geographic • Subject • Chronological	1	0	1



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3	Storage Procedures • Basic filing supplies • Filing procedures • Inspecting • Indexing • Coding • Cross-referencing • Sorting • Filing (storing)	1	0	1
4	Retrieval Procedures • Requisitions and charge-outs • Follow-up procedures	1	0	1
5	Methods and Systems for Storage and Retrieval of Special Records • Cards and visible records • Non-correspondence records • Unconventional records	1	0	1
6	Control of the Records Cycle • Creation • Retention • Transfer • Disposal	1	0	1
7	Filing Supplies, Software, and Equipment	1	0	1
8	Introduction to Electronic Filing	1	0	1
9	Lab Content • 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	1	27	28
				36

OUT OF CLASS ASSIGNMENTS

- 1 organization assignments (e.g. practice filing tasks— traditional and electronic —specific to medical, legal, and general business offices);
- 2 computer projects (e.g. electronically filing patient or client information).



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METHODS OF EVALUATION

- 1 quizzes;
- 2 midterm;
- 3 final examination

METHODS OF INSTRUCTION

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	ISBN	Date
Gregg Quick Filing Practice Kit	Required	Maidenhead: McGraw-Hill Education	5		Stewart, Jeffrey	978-0073222882	2006