

STV34 : Filing Fundamentals

General Information

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Attachments:	Distance Education (DE) Individual Course Addendum Form - STV_34 (CE) COR 5:26:21 Code 6:13:21.pdf
Course Code (CB01) :	STV34
Course Title (CB02) :	Filing Fundamentals
Department:	STV
Proposal Start:	Spring 2026
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) :	CCC000653879
Curriculum Committee Approval Date:	03/12/2025
Board of Trustees Approval Date:	04/22/2025
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	STV 34 provides students with comprehensive knowledge and practical skills in various filing systems, including alphabetic, numerical, and subject-based methods. Students will gain expertise in organizing and managing documents through the proper application of indexing rules, essential for effective document handling in a professional environment. Additionally, the course prepares students for employment tests that assess accuracy and information management, commonly required for positions across various industries. Lecture/ Demonstration 32 hours. Note: This course is Pass/No Pass only.
Justification:	
Academic Career:	<ul style="list-style-type: none">Noncredit
Mode of Delivery:	<ul style="list-style-type: none">In-PersonRemoteHybrid
Author:	No value
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Vocational (short-term): Non-Credit
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	32
Total Course Out-of-Class Hours	0
Total Student Learning Hours	32

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	32	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54

Laboratory Hours	0	0
Studio Hours	0	0

Course In-Class (Contact) Hours

Lecture	32
Laboratory	0
Studio	0
Total	32

Course Out-of-Class Hours

Lecture	0
Laboratory	0
Studio	0
Total	0

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

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	Description
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Converse at a functional level adequate for everyday use.	No Value
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Comprehend dialogues, role playing, and lectures.	No Value
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Decode short reading passages.	No Value
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Course Limitations

Cross Listed or Equivalent Course	Description
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No value	No value
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Requisite Validation

Upload Statistical Validation and/or other documents (if necessary)

No Value

Specifications

Methods of Instruction

Methods of Instruction	Lecture
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Methods of Instruction	Laboratory
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Methods of Instruction	Multimedia
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Methods of Instruction	Demonstrations
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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
Other Instructional Materials (i.e. OER, handouts)	No Value			

Learning Outcomes

Course Objectives

Apply standard indexing and alphabetizing rules to determine the filing order.

Accurately organize files using alphabetic, numerical, and subject-based systems.

Prepare effectively for employment tests related to alphabetic filing.

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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Apply principles of alphabetic, numeric, and subject filing by indexing and sorting.

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> 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

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

Filing Classifications (4 hours)

- Alphabetic
- Numerical
- Subject

Indexing Rules and Practical Applications (24 hours)

- Alphabetic
 - Cross-referencing
 - Alpha-numeric
- Numerical
 - Chronological
 - Consecutive
 - Terminal digit
 - Mid-digit
- Subject

Employment Test Preparation (4 hours)

Total hours: 32

Additional Information

Repeatability

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

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/Winter/Spring/Summer

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