

## CAT-62 — RECORDS MANAGEMENT

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### About This Course

**Transfer:** CSU

3.00 units

Prerequisite: None., Advisory: CIS-62 or CSC-62.

Description: An introduction to records information management filing, storage, and retrieval methods for physical and electronic records. Examines the basic procedures for alphabetic, numerical, geographical, subject, and chronological filing. Emphasis is placed on the use of electronic media to create and store documents. Requires the use of Microsoft Access for electronic records management. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)