

# WELCOME TO OIS-115

## FILING AND RECORDS MANAGEMENT / 1 unit

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### STUDENT COURSE OUTCOMES

In this one-unit course, you will

- Study and practice the filing concepts introduced in all chapters as applied to paper filing;
- Master the alphabetic filing rules and apply those rules to a variety of filing exercises;
- Master the numeric filing rules and apply those rules to a variety of filing exercises;
- Master the subject filing rules and apply those rules to a variety of filing exercises;
- Master the geographic filing rules and apply those rules to a variety of filing exercises;
- Define basic records retention, transfer, and disposition methods;
- Demonstrate the ability to comprehend verbal and written directions;
- Complete and submit chapter quizzes with a grade of C or better;
- Complete and submit the midterm exam with a grade of C or better;
- Complete and submit the instructor-created final exam with a grade of C or better.



### COURSE OVERVIEW

*Filing and Records Management* will train you in the principles of filing a variety of hard-copy business correspondence using the alphabetic, numeric, geographic, and subject methods. In addition, records retention, transfer, and disposition will be discussed. *There is no computer usage for this course.*

*What is **important** for you as students is that once you begin your coursework, you finish it!*

*Self-discipline, time management, the ability to follow the detailed course syllabus and textbook instructions, and regular submittal of assignments will ensure your success in this course. So, for lab instruction to be meaningful to students, it is important that students receive continual feedback from their grading instructor. Therefore, from the date of check-in with lab personnel, students will submit their graded assignments regularly throughout the semester.*



*We hope you will enjoy your self-paced learning experience with us; please be sure to talk with lab staff anytime you may need clarification on procedures.*

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