OS 240: Filing and Records Management

Develops skills for indexing, coding, and cross-referencing documents to be filed. Includes requisitions and charge-outs, records transfer, various filing systems, and an overall view of the role of records management in business including electronic and image records.

Perform the duties of a filing clerk.

Course Student Learning Outcomes

Upon successful completion, students will be able to:

- Apply basic filing rules to manage records efficiently
- Enter and sort data in an electronic database

Credits: 4
Program: **Office Systems**