

OAD 138: Records/Information Management

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of systems. Upon completion, the student should be able to perform basic filing procedures. This is a core course.

Credits: 3

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 3

Program: Office Administration

Semester Offered:

Fall