

Office Management - January

Week	Assignments
1/5/12- 1/13/12	Study Topic: Record Management – 5.1, 5.2, 5.2.1 Read: Ch 9 pgs 350-364; 369-376
	Assignments: Topic Review pg 366 #s 3-6, 8-10 Alphabetic filing worksheet (pg 375)
1/16/12- 1/20/12	Study Topic: Record Management – 5.1, 5.3, 5.3.1 Read: Ch 9 pgs 379-383
	Assignments: Topic Review pg 384 #s 1-10 Activity 1 Accession Log & Alphabetic Index (pg 385) Activity 2 Numeric Filing (pg 386)
1/23/12- 1/27/12	Study Topic: Record Management – 5.1, 5.3, 5.3.1 Read: Ch 10 pgs 391-393, 396-407
	Assignments: Topic Review pg 408 #s 1, 3, 5, 8, 10-13 Unit 5: Records Management Vocab Quiz (Study using quizlet.com)
1/30/12- 2/3/12	Study Topic: Record Management – 5.1, 5.3, 5.3.1 Read: Ch 10 pgs 411-419
	Assignments: Topic Review pg 423 #s 1-7 *Records Management Test*