Records Management - BU110

Section: BU110 816191S Online
Section Type: Lecture
Credit Hours: 2.00
Course Description: Effective records management for manual and computerized records systems as applied to alphabetic, numeric, subject and geographic filing methods.
WHEN
Days: Arranged
Times: Arranged
Start Date: 11/25/2019
End Date: 12/26/2019
WHERE
Online
INSTRUCTOR
ROY JOHNSON
BOOKS
Title: RECORDS MANAGEMENT 10TH Edition
Author: READ
Required: Yes