

## **Records Management - BU110**

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**Section:** BU110 816202S 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: 04/26/2021

End Date: 05/28/2021

**WHERE**

Online

**INSTRUCTOR**

ROY JOHNSON

**BOOKS**

Title: RECORDS MANAGEMENT 10TH Edition

Author: READ

Required: Yes