

Records Management - BU110

Section: BU110 816211S 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: 11/29/2021

End Date: 12/30/2021

WHERE

Online

INSTRUCTOR

ROY JOHNSON

BOOKS

Title: RECORDS MANAGEMENT 10TH Edition

Author: READ

Required: Yes