Records Management - BU110

Section: BU110 816242S 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: 04/28/2025
End Date: 05/30/2025
WHERE
Online
INSTRUCTOR
ROY JOHNSON
BOOKS
Title: RECORDS MANAGEMENT 10TH Edition
Author: READ
Required: Yes