

Records Management - BU110

Section: BU110 816251S 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 Start Date: 11/24/2025 End Date: 12/25/2025

Days:

Arranged

Arranged

INSTRUCTOR

ROY JOHNSON

BOOKS

Title: RECORDS MANAGEMENT 10TH Edition

Author: READ

Required: Yes