Records Management - BU110

Section: BU110 816252S Online
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: 04/27/2026 End Date: 05/29/2026
Days:
Arranged
Arranged

INSTRUCTOR
ROY JOHNSON
BOOKS
Title: RECORDS MANAGEMENT 10TH Edition
Author: READ
Required: Yes