Records Management - BU110

Section: BU110 816261S 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: 11/30/2026 End Date: 12/28/2026
Days:
Arranged
Arranged

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