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Records Management BCT112 Simulation Project Job 1 Alphabetic Filing Rules 1-4 The principles and rules for indexing, coding, cross-referencing, and storing (filing) for Rules 1-4 are applied in this job. A customer information database is maintained for our cell phone users. Auric

## Records Management BCT112 Simulation Project Job 1

addition to this book Dr. Martin is co-author of nine books including Financial Management (9th ed., Prentice Hall), The Theory of Finance (Dryden Press), Financial Analysis (2nd ed., McGraw Hill), and Value Based Management (Harvard Business School Press), and he is cur-rently writing a book on interest rate modeling.

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