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Records Management BCT112 Simulation Project Job 2 Alphabetic Filing Rules 5-8 The principles and rules for indexing, coding, cross-referencing, and filing for Rules 5-8 are applied in this job. You will file in alphabetic order additional customer name cards. Supplies Needed: File Box with guides from Job 1 1 index card (guides)

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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

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Records Management

RECORDS MANAGEMENT BUSI 177 2 UNITS, 3 HOURS COURSE DESCRIPTION Records Management

is a course that studies and practices the rules for maintaining records within businesses. Topics typically include indexing, filing, retrieving, and cross-referencing records; studying different types of equipment

RECORDS MANAGEMENT BUSI 177 2 UNITS, 3 HOURS

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Records Management A. Discuss the challenges of the information explosion to records managers. B. Describe how records are classified and used in businesses. C. Discuss relevant legislation that affects records management. D. Identify possible careers in records management. 2. Alphabetic Indexing Rules 1-4

Records and Information Management (POFT 1319)

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