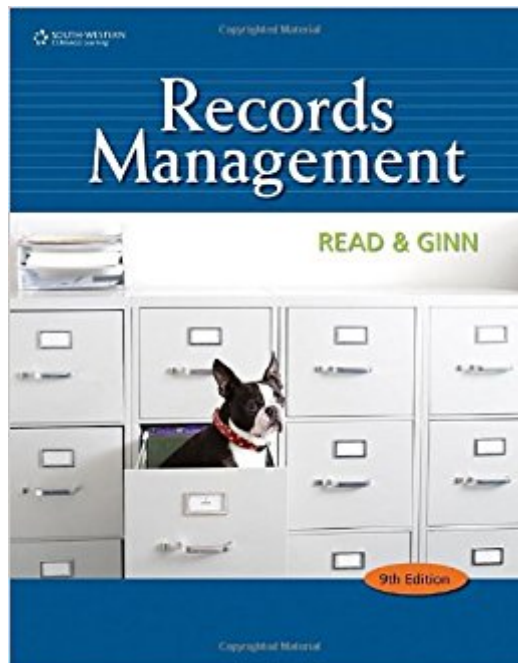




Ebook Directory
the best source of ebook

The book was found

Records Management (Advanced Office Systems & Procedures)



Synopsis

RECORDS MANAGEMENT, 9e is a comprehensive introduction to the complex field of records management. Alphabetic filing rules are included, along with methods of storing and retrieving alphabetic, subject, numeric, and geographic records. Thorough coverage is provided for filing and maintenance of paper, automated, micro image, and electronic imaging records. For additional Student and Instructor Resources, visit the product companion site at www.cengage.com/officetech/read.

Book Information

Series: Advanced Office Systems & Procedures

Paperback: 448 pages

Publisher: South-Western Educational Pub; 9 edition (May 25, 2010)

Language: English

ISBN-10: 0538731419

ISBN-13: 978-0538731416

Product Dimensions: 10.7 x 8.4 x 0.7 inches

Shipping Weight: 1.8 pounds (View shipping rates and policies)

Average Customer Review: 4.0 out of 5 stars 68 customer reviews

Best Sellers Rank: #206,664 in Books (See Top 100 in Books) #60 in [Books > Business & Money > Processes & Infrastructure > Office Automation](#) #65 in [Books > Business & Money > Processes & Infrastructure > Office Management](#) #134 in [Books > Computers & Technology > Business Technology > Management Information Systems](#)

Customer Reviews

Judith Read, M. Ed., is a professional educator who taught high school for nine years and has taught for more than 28 years at Portland Community College (PCC). She was named Post-Secondary Teacher of the Year by the Oregon Business Education Association and by the Oregon Vocational Association. She is now an adjunct instructor teaching distance classes for PCC, as well as an active member of ARMA International and the Oregon Chapter of ARMA. Read holds ARMA International certificates in Essentials of RIM and SharePoint Records Management. Mary Lea Ginn, Ph.D., is Director of International Student Services and the Institutional Review Board at Union Institute & University in Cincinnati, Ohio. Her professional experience includes positions as a university instructor, textbook development editor, and consulting editor in business and records management areas. Dr. Ginn has authored and co-authored four college-level textbooks.

I am teaching a new class this quarter and have found this book most useful. It was not my first choice in file management books, but I believe it is probably better than the book I originally wanted. This book goes further indepth concerning record management than I had expected. It has been very useful.

Love it. Took 1-2 weeks to get here with prime which was weird because it says 2-days shipping. But overall I love it ! Best book ever ! Renting this book is just too good to pass. I would recommend this to any of my friends and family if they need this book for their class and on a budget.

had to return it. needed a "code" that comes with it in the college bookstore.

The book itself is good it's what I needed for class, but if anybody has the supply envelopes that come with it plz contact me I will buy them from you need them for class too

The book was great! Used book I got was in good condition but the box that it came in was a bit concerning for the fact that I felt like it could have fallen out. BUT overall it was great.

This product provided the necessary requirements for the course I was taking. I will also be able to utilize the product on a day to day bases at work.

This book was all I expected and more.

When this book arrived, it did look as if somebody had used it. I kept the book because there was no handwriting it. It is an eye-catching book.

[Download to continue reading...](#)

Records Management (Advanced Office Systems & Procedures) The Administrative Professional: Technology & Procedures (Advanced Office Systems & Procedures) Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Legal Office Projects (with CD-ROM) (Legal Office Procedures) How to Start a Family Office: Blueprints for setting up your single family office (Family Office Club Book Series 3) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Shelly Cashman Series Microsoft Office 365 & Office 2016: Advanced Electronic

Health Records: Understanding and Using Computerized Medical Records (3rd Edition) Gimnasia: Grandes Momentos, Records y Datos (Gymnastics: Great Moments, Records, and Facts) (Grandes Deportes (Great Sports)) (Spanish Edition) Scholastic Book of World Records 2018: World Records, Trending Topics, and Viral Moments Guinness World Records 2018 Gamer's Edition: The Ultimate Guide to Gaming Records BRB's Guide to County Court Records: A National Resource to Criminal, Civil, and Probate Records Found at the Nation's County, Parish, and Municipal Courts Guinness World Records 2009 (Guinness Book of Records (Mass Market)) Advanced Health Assessment of Women, Third Edition: Clinical Skills and Procedures (Advanced Health Assessment of Women: Clinical Skills and Pro) Database Systems: Design, Implementation, and Management (with Premium Web Site Printed Access Card) (Management Information Systems) Pfenninger and Fowler's Procedures for Primary Care, 3e (Pfenninger, Pfenniger and Fowler's Procedures for Primary Care, Expert Consult) Essential Clinical Procedures: Expert Consult - Online and Print, 3e (Dehn, Essential Clinical Procedures) Fundamentals of Special Radiographic Procedures, 5e (Snopek, Fundamentals of Special Radiographic Procedures) A Practical Guide to Botulinum Toxin Procedures (Cosmetic Procedures for Primary Care)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)