

2019-2020 TTC Catalog

AOT 161 Records Management

Lec: 3.0 Lab: 0 Credit: 3.0

This course emphasizes information management functions and various types of information systems, technology and procedures. Computer literacy in a Windows environment is essential.

Prerequisite

AOT 105

or

AOT 110

Course Offered

Fall

Spring

Summer

Grade Type

Letter Grade

Division

Business Technology