

# 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