



# **File Management, 10-Hour Series Text/CD Package (10 Hour (South-Western))**

*Patricia Brown*

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## **File Management, 10-Hour Series Text/CD Package (10 Hour (South-Western))** Patricia Brown

This 10-lesson book teaches skills for storing and finding information. this book presents the ten most important records management concepts applied to paper and electronic storage methods. At the end of the ten lessons, users will have the tools they need to meet recognized filing principles.

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