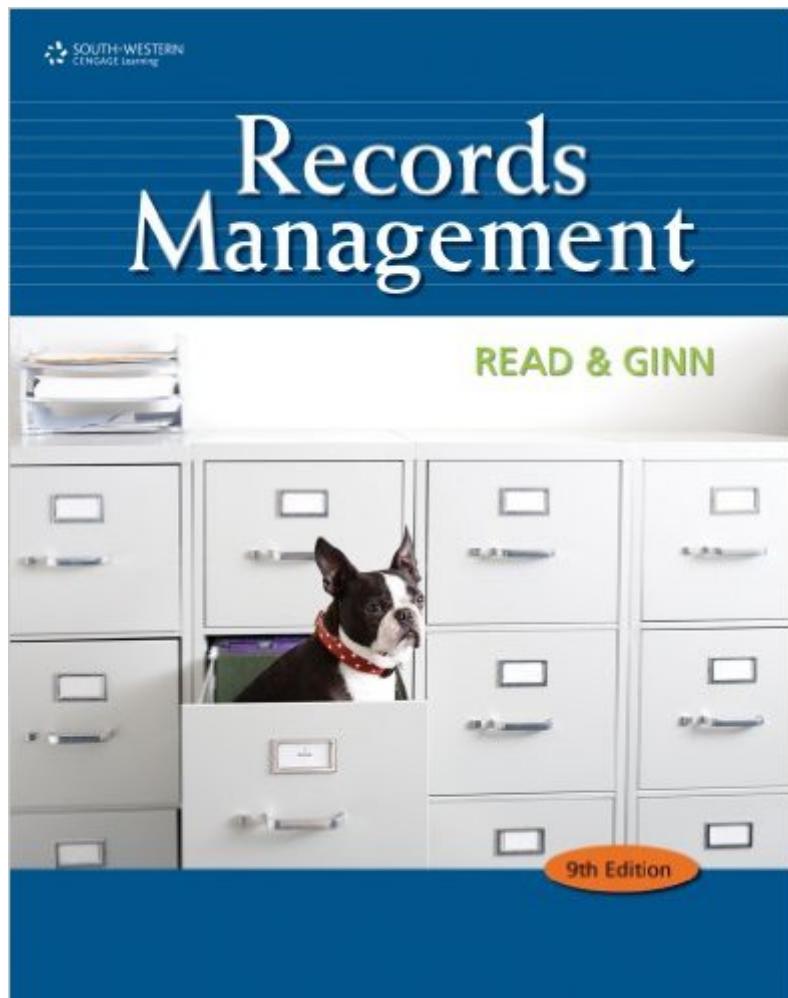


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# Records Management Student Instruction Manual



## **Synopsis**

This simulation provides realistic activities for filing and retrieval of both paper and electronic records in a business environment and is also compatible with ARMA (Association of Records Managers and Administrators, Inc.) guidelines. It is appropriate for records management courses covering filing and management of the records system.

## **Book Information**

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## **Customer Reviews**

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textbook and you can easily check your answers to make sure you are on track. The answers to each chapter are at the end of the chapter. The CD contains Access 2007\_2010 Data Files, Finding Tests, Inbox Files, Outbox Files, and Report Sheets. If you do need this set of books for a class I do think buying the textbook and Study Guide used should be alright. Hoping the Study Guide wasn't really written in. And I would buy the rest new to ensure you receive all of the needed materials.

I got just the manual itself. The ISBN is the one they gave me from my school, but the ISBN is on the main book inside the packet. If you need this for school/class, you'll probably have to get it from your school bookstore. I know that it says Student Instruction Manual, but without the cards and disk and sorting boxes it looks like it's going to be a wasted \$35. I still need to buy it at the bookstore for \$100.

I was told that Records management package was without CD(it was ok to me) however i received the package only with the manual book no indexes cards, no cds.\$33.00 for a book worthless.

If you have this, you won't have much need for the text book. it's clear concise, and to the point, and uses the same examples from the textbook. the drawback compared to the textbook is that the end of chapter exercises are not in here, but rather sets of cards and different exercises to test yourself. I found the workbook the most valuable part simply because all the rules for organizing are filtered down to 10 pages, while the textbook talks about all these rules across 4 or 5 chapters and short of 100 pages.

The website instructors can use to grade your assignments is insanely hard to deal with. If enough students open complaints they should fix it but right now it's a headache for our class and instructor. The materials it comes with for the full package are awesome in helping you learn.

Product was received on time, packaged very well and is as stated. It is very nice to do business online and actually get what was stated in the product description. I've purchased many textbooks online this year and so far have had a wonderful experience in doing so. Thank you Seller!!!

The student Instruction Manual was a good product. I had to carefully read what each seller offered. I remember someone was selling it as new when in the description he stated he had used the production, and was even missing pieces. I bought the manual from and obtained what the

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