



Continuing Education

Records and Information Management (RIM)

Fundamentals of Records and Information Management

Letter of Accomplishment in Records and Information Management

Certificate in Applied Management with a Specialization in Records and Information Management

The Association of Records Managers and Administrators (ARMA) and the University of Manitoba have worked with other leaders in the profession to develop programs designed to meet the needs of records and information managers in a changing world. New legislation, the explosion of electronic records, and new business practices require more knowledge and skills. The three programs in Records and Information Management have been designed to prepare you to meet these challenges at the basic, intermediate and advanced levels.



Supported by the Association of Records Managers and Administrators (ARMA) Winnipeg Chapter

Basic Level

Required Course

Fundamentals of Records and Information Management (98258)

This is an on-line course that uses an on-line Learning Management System (LMS) delivery. Upon completion of this course, students will be able to:

- Outline the features of a good records management system
- Describe a records retention program
- Design a file classification system suitable to the needs of an organization and describe the criteria for selecting an appropriate file classification system
- Specify the criteria for selecting micrographic systems as an alternate method of creating and preserving records
- Explain the workings and usage of manual, mechanical, and automated operation and retrieval systems
- Design a vital records protection program to ensure the protection of important records
- Discover the desirability of increasing one's knowledge and concept of a topic by consulting more than one source.

Intermediate Level

Program Overview

The Letter of Accomplishment in Records and Information Management will raise your qualifications to perform more analytical and interpretive records and information tasks in all media. This two-course program is for individuals and organizations that recognize the value of effective records and information management in the twenty-first century. Students will learn the affects of legal, technological, and archival issues on both conventional and electronic records, including knowledge of organizations' expectations and economic conditions affecting trends in records and information management for business and government. There are no specific admission requirements for this program.

Who Should Attend?

Business/Information Systems analysts, administrators, mid-level managers, or anyone who is responsible for managing records and information.

Required Courses

(Must be completed in order listed)

Records and Information Management: The Records Continuum (98147)

Strategic Information Management (98148)

Records and Information Management (RIM)

Advanced Level

Certificate in Applied Management with a specialization in Records & Information Management

Program Overview

The Certificate in Applied Management Program has been designed to provide individuals in various work environments with the opportunity to combine management studies with applications relevant to their own careers. The specialization involves 216 contact hours of formally evaluated and graded non-degree courses that meet the University's requirements for a certificate program. The certificate is a comprehensive program that enables students to relate specialized studies in records and information management to generic management knowledge and skills.

For the course descriptions, course schedule, administrative policies and Continuing Education forms go to:
umanitoba.ca/extended/coned

Who Should Attend

CAM-RIM is designed for mid-level managers, junior positions seeking career advancement, and for employers who want to increase the managerial capacity of their RIM employees and/or enhance understanding of business & legal obligations.

Required Courses

The specialization courses must be completed in the order listed. The core and elective courses may be taken in any order.

Records and Information Management:
The Records Continuum (98147)

Strategic Information Management
(98148)

Core Courses (three)
(available by distance education and on-campus delivery)

1. Essentials of Management (23035)
2. Using Accounting Information (27017)
3. Organizational Behavior, (24003)
or
Managing the Human Resource Function (24011)

Elective Courses

One course from the following:

Managerial Communications (24027)

Management Information Systems
(27041)

Flexible Study (i.e., the equivalent of 36 contact hours credit for seminar, practicum or related studies approved by the Program Director)

Certification/Graduation

To qualify for graduation from the Certificate in Applied Management, students must successfully complete all program requirements within six years of initial registration and achieve a minimum overall grade point average of "C".

Who do I contact for further information?

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