

CERTIFICATE IN APPLIED MANAGEMENT: 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

ARMA and the University of Manitoba have worked with other leaders in the records and information management profession to develop programs designed to meet the needs of organizations in a changing world. Changing legislation, evolution of electronic records and evolving business practices require specialized knowledge and skills. The three programs offered in Records and Information Management are designed to prepare you to meet organizational needs at a fundamental level, to achieve a Letter of Accomplishment at an intermediate level, or to achieve a Certificate in Applied Management with a Specialization in Records and Information Management at a more advanced level.

Who do I contact for further information?

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FUNDAMENTAL LEVEL

Fundamentals of Records and Information Management

Course Overview

A Letter of Attendance is awarded for completion of the Fundamentals of Records and Information Management which is a stand-alone, online Instructor-delivered course using a Learning Management System. Upon completion of this course, students will be able to:

- Outline the features of a good records and information 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 alternative 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

The following courses can be taken together to achieve a Letter of Accomplishment or the two courses can be taken as electives in the Certificate in Applied Management to achieve a specialization in records and information management. ➔➔



Letter of Accomplishment in Records and Information Management (RIM)

Program Overview

The Letter of Accomplishment in Records and Information Management (RIM) will increase your knowledge on how to perform more analytical and interpretive records and information management functions. This two-course program will prepare individuals and organizations that recognize the benefits of effective records and information management to apply Generally Accepted Recordkeeping Principles (GARP®), which is an internationally recognized set of standards, within their organizations. Students will learn the components of a successful record and information management program and how legal, technical and archival issues affect RIM practices for conventional print records, as well as micrographic and electronic records. Expectations, economic conditions and trends in records and information management will be discussed. The Records and Information Management: The Records Continuum can be taken by itself, or as a prerequisite for Strategic Information Management to achieve a Letter of Accomplishment in Records and Information Management, or as electives to achieve a Certificate in Applied Management with a Specialization in Records and Information Management.

Letter of Accomplishment in Records and Information Management

Required Courses

(Must be completed in the order listed)

Records and Information Management:

The Records Continuum (36 hours)

Strategic Information Management (36 hours)

Who Should Attend?

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



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.

Core Courses

The specialization courses must be completed in the order listed. The core and elective courses may be taken in any order. The two courses in the Letter of Accomplishment can be used for credit in this program.

Records and Information Management:

The Records Continuum (36 hours)

Strategic Information Management *(36 hours)

**Pre-requisite required*

Required Courses for all CAM Specializations (three)
(available by distance education and on-campus delivery)

1. **Canadian Business: An Introduction** (36 hours)
2. **Introductory Principles of Accounting and Budgeting** (36 hours)
3. **Organizational Behavior**, (36 hours)
or
Managing the Human Resource Function (36 hours)

Elective Courses (one)

Managerial Communications (36 hours)

Management Information Systems (36 hours) or

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

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.

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".



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