

PROGRAM SYNOPSIS

The Records and Information Management Certificate Program provides the student with the opportunity to develop skills as both an office administrator and as a records and information management administrator.

Students will complete a series of nine (9) courses that focus on the control of records — their creation, use, distribution, storage and ultimate disposition.

PROGRAM PARTICIPANTS

Students applying for entry into this certificate program would typically have an aptitude for handling detailed work, enjoy working with written materials, welcome the opportunity to problem-solve, and have good organizational skills.

EMPLOYMENT OPPORTUNITIES

Students trained in the area of records and information management would be able to apply their skills in a variety of workplaces, since the effective and efficient management of information is critical in today's world. They would be able to fill positions requiring office administration skills, records and information management skills, or a combination of the two. With information being the important commodity that it is in our society today, all jobs require some element of efficient records and information management.

Students could apply for positions as:

- ◆ Records Analysts
- ◆ Records Technicians
- ◆ Records Clerks
- ◆ Administrative Assistants

to name a few. These positions could be in large corporations that have records centres, in archives, or in smaller organizations where the administrative assistant is responsible for the day-to-day activities of the office as well as the management of the organization's records.

SCHEDULE

A number of the courses will be offered during each of the three College semesters:

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|----------------------|--------------------------------|
| Fall | (September to December) |
| Winter | (January to April) |
| Spring/Summer | (May to August) |

Courses will be typically offered during the evenings, Monday to Thursday.

A detailed course schedule will be forwarded to the successful applicant upon enrollment in the Records and Information Management Certificate Program.

ENTRANCE REQUIREMENTS

The entrance requirements for this certificate program are the following:

The applicant must:

1. hold a certificate (one-year of formal study) from a Business-related program from a recognized educational institution. OR
2. possess knowledge and skills equivalent to a diploma or certificate program based on work experience. (This will be individually reviewed by the Business Faculty.)

To Apply for Acceptance into the Program

Fill out a College Application Form and forward with copy of certificates to the Continuing Education Department – Prince Philip Drive Campus.

In the event no post-secondary business-related program was undertaken, the applicant must fill out a Prior Learning Assessment (PLA) Form, attach a resume outlining experience, and pay the \$50 PLA fee. The Business Faculty will review all submissions and determine acceptance.

PROGRAM OF STUDIES

CRS #	Course Name	CRED	DUR
RP 1100	Introduction to Records Management	4	60 Hrs
RP 1101	Management and Control of Records	4	60 Hrs
RP 1200	Archives Principles	2	30 Hrs
RP 1300	Active, Semi and Non-active Records	2	30 Hrs
RP 1400	Information Security and Procedures	2	30 Hrs
RP 2200	Classification Systems	2	30 Hrs
HN 1230	Human Resources Management I	3	60 Hrs.
CP 1450	Operating Systems	2	45 Hrs
CP 2320	Micro Database Applications	2	45 Hrs

PROGRAM TIMEFRAME

All students enrolled in a certificate program through Community and Corporate Services have five (5) years from the application date of the program in order to complete all courses.

TO APPLY/REGISTER, CONTACT:

**College of the North Atlantic
Community & Corporate Services**
P.O. Box 1693, 1 Prince Philip Dr.
St. John's, NL A1C 5P7
Tel: 709-758-7531
Fax: 709-758-7305

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**Part-time Studies in
Office Administration
RECORDS AND
INFORMATION
MANAGEMENT
Certificate Program**