

CERTIFICATE REQUIREMENTS

www.cvtc.edu – 1-800-547-2882

Records and Information Management Specialist Technical Certificate

Who should receive this certificate? Persons who are employed or interested in positions such as records and information managers or supervisors; records technicians/coordinators/analysts; records and document imaging analysts; legal records coordinators; archivists; office or administrative services managers and administrative support personnel; and others who need to provide the right information to the right people at the right time at the best possible cost. If you are responsible for the creation, use, distribution, maintenance, and disposition of information in your organization, whether in paper, image, or digital form, this five-course certificate may be of interest to you. You may study and earn this 15-credit certificate completely via the Internet.

Course Number	Course Title	Hrs./ Week	Credits	Prerequisite(s)/Comments
176-105	Foundations of RIM	3	3	
176-108	RIM Fundamentals	4	3	176-105 or concurrent
176-111	Records Classification Systems	4	3	
176-121	Records and Information Technology	5	3	176-108, (176-111 or concurrent
176-140	RIM Applications	4	3	176-108, (176-121 or concurrent
	Total Credits		15 cr.	

TOTAL CREDITS REQUIRED = 15