



Information and Records Management (IRM) Certificate

SAIT is pleased to announce that it has created a second Information and Records Management (IRM) Certificate. Commencing July 1, 2010, two (2) certificates will be offered: Information and Records Management (IRM) Level 1 – Basic and Level 1 – Advanced

Level1 – Basic

- COMM 256 Professional Communication & Presentation Skills
- ORGB 222 Library and Records Centre Management
- MGMT 244 Fundamentals of Information & Records Management
- MGMT 246 Advanced Information and Records Management
- MMGT 230 Managing Electronic Content (code and content subject to revision)

Level1 – Advanced

- MMGT 208 Managing Records Classification & Vocabulary Design
- MGMT 251 Strategic Management Issues
– BETA Testers Required
- MGMT 267 IRM Tools and Techniques
– BETA Testers Required
- MMGT 225 Management of Vital Records
- MMGT 220 Enterprise Content Management
– BETA Testers Required

All IRM Certificate courses will be offered either by distance education (WebCT) or by continuing education classes held in Calgary.

The original Records and Information Management (RIM) Certificate will be phased out June 30, 2011.

RIM Certificate Graduates

Students that already have the original RIM Certificate or those students about to complete the RIM Certificate will be given an opportunity to continue their studies if they wish to do so.

They will be required to complete the following courses:

- COMM 256 Professional Communication & Presentation Skills
- ORGB 222 Library and Records Centre Management
- MMGT 208 Managing Records Classification & Vocabulary Design
- MMGT 225 Management of Vital Records
- MMGT 220 Enterprise Content Management

The following conditions must be met:

1. All course work completed for the original RIM Certificate cannot be more than five years old. However, students may apply for a program completion extension. A plan would need to be developed on when the student plans to finish these five (5) courses.
2. SAIT policy does not allow for more than one diploma or certificate in a program. Students will be required to return their RIM Certificate and SAIT will issue a new certificate reflecting the higher credential.

Beta Testers Required!!!

We are planning to beta test MGMT 251, MGMT 267 and MMGT 220 in late March/early April. The cost will be \$299.00 per course, full credit will be awarded upon course completion.

For additional information please contact:

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