

**Records Information Management Certificate**

Course Title	Prerequisites	Credit	Grade	Semester/Year
BUS 232 Business/ Technical Writing		3		
AIS/MGMT331* Records and Information Management I		3		
AIS/MGMT332* Records and Information Management II	AIS/MGMT 331	3		
MGMT 333* Records and Information Management III	AIS/MGMT 332	3		
MGMT 334* Management and Preservation of Archival Material	AIS/MGMT 332	3		
	<i>Total</i>	15		