Fundamentals of Records and Information Management

Fundamentals of Records and Information Management is an online, non-credit program by continuing education at the New Brunswick Community College. Courses focus on the total records and information management program for those new to the field or seeking to broaden their knowledge.

Participants are from various roles (i.e. admin support, records personnel, supervisors) and organizations (i.e. local government, non-profit, private industry).

On successful completion of all six (6) courses, participants receive a non-credit certificate of achievement in Fundamentals of Records and Information Management and a letter of endorsement from ARMA New Brunswick Chapter.

Course features:

- Instructor / facilitator
- Practical assignments
- Due dates to help you stay on task
- Flexible study schedule
- Anytime, anywhere access

HOW TO REGISTER

Online............................www.nbcc.ca/onlinecourses

Email:... nbcconline@nbcc.ca

NBCC
COLLEGEWORKS

NBCC Saint John
Continuing Education
950 Grandview Ave., Saint John, N.B. E2J 4C5

Phone: (506) 658-2577
Online Courses: nbcconline@nbcc.ca

FRIM   2016/17
Fundamentals of Records and Information Management
(Online Program)

2016-2017 COURSES

RIM Framework (RMGD1099)
RIM Practices

This course provides an introduction to the field of Records and Information Management (RIM) and establishing a RIM program within any organization.

Oct. 3 to Oct. 28, 2016 .... $310.50

RIM Lifecycle Management (RMGD1071)
RIM Practices

Trainees examine how the planning subsystem and organizing, staffing, and controlling the records management system is critical to an effective records management program. Because the records inventory is a critical factor in an organization's planning, emphasis is placed on the importance of planning for the records inventory. Record retention is also examined, as it relates to litigation and audits.

Nov. 14 to Dec. 9, 2016 ....$310.50

Records Systems Design, Implementation, and Maintenance (RMGD1072)
RIM Practices

Regardless of their form, records must be stored in an organized manner so they can be retrieved. Trainees examine indexing and the selection of the most appropriate classification system(s) for an organization.

Jan. 23 to Feb. 17, 2017 .... $310.50

RIM Access, Security, and Protection of Records (RMGD1100)
Risk Management

This course presents information about security and authorized access to recorded information, regardless of format or media, and explores the regulatory environment and industry standards. Students identify business-critical or vital records of an organization and plan their resumption during and after a disaster, and review methods of evaluating a records management program and its processes.

Mar. 13 to Apr. 7, 2017 .... $310.50

Records Storage and Archives Management (RMGD1076)*
RIM Practices

A records repository provides records protection, content security, and efficient accessibility of recorded information regardless of whether it is active, semi-active or archived. Trainees examine the records centre (active and semi-active) as an integral part of the total records storage and retrieval process, as well as confidentiality requirements and factors that affect the selection of a destruction method. Trainees are also introduced to archival functions and management of records to be preserved for posterity.

May 22 to Jun. 16, 2017 .... $310.50

Electronic Records (RMGD1080)*
Information Technology

Learn about the evolution of electronic records management. Trainees distinguish between document and records management and discuss legislation, policies, standards, and guidelines surrounding electronic records management. Trainees also examine the challenges of managing electronic records, the importance of standard naming conventions, metadata, and classification systems. Other topics include email, imaging technology, and quality assurance to ensure the authenticity of digitized records.

Apr. 17 to May 12, 2017 ....$310.50