

Records and Information Management - Durham College Certificate

Program of Study 2023/2024

- Students starting in the 2023/2024 academic year (September - August) must follow the Program of Study shown below.
- If you began your studies prior to the 2022/2023 academic year, please contact Professional and Part-time Learning at 905-721-3052 or ppl@durhamcollege.ca to obtain the Program of Study that applies to your start date.
- You will have a maximum of 15 semesters (5 years) from the start date of your first course to complete this certificate.
- Upon successfully completing the courses below and any additional program specific requirements, you may apply to graduate by visiting the [Professional and Part-time Learning Convocation webpage](#).
- Not all courses are available every semester. Please visit the [Program webpage](#) to view current course availability.
- Tip: Monitor your progress by entering your marks and completion dates in the column provided below.

Required Courses (suggested sequence of study)

Course Name	Course Codes		Pre-requisite(s)*	Day School Equivalent	Completion Date & Mark
Archives	Online	LIBR 1083	N/A	N/A	
Document Management Technology	Online	RIM 1082	N/A	N/A	
Computers, An Introduction	Online	COMP 1281	N/A	N/A	
Records and Information Management Fundamentals	Online	RIM 1080	N/A	N/A	
Researching and Reporting	Online	RIM 1081	N/A	N/A	
Active Records Management	Online	RIM 2080	RIM 1080	N/A	

*Courses without a pre-requisite(s) can be taken at anytime during your Program of Study