



# Information and Records Management

SCHOOL OF BUSINESS

## Overview

Discover the skills and knowledge required to excel in this dynamic field with our online Information and Records Management certificate program.

This program covers industry standards and best practices learned directly from professionals actively engaged in the field.

Efficiently managing records and associated information systems is critical to running any organization. Whether you're a seasoned industry professional seeking to enhance your skills or looking to switch careers, this program will equip you with what you need to succeed.

Our curriculum covers various topics, from the fundamentals to advanced strategies. You'll gain insights into the latest industry trends, policies and practices, such as privacy legislation, de facto standards, document imaging technology, and data and document control.

Upon completing the Information and Records Management certificate, you'll be well-prepared for various roles, like document management specialist, records technician, records coordinator or library assistant.

All courses are available as online asynchronous courses, allowing you to study on your schedule and at your own pace.

## Traits, skills and aptitudes

People who work in information management tend to be methodical, innovative, and directive.

You need:

- discretion
- knowledge of filing systems, digital or manual, using numerical and alphabetical coding
- strong organizational skills
- analytical thinking, accuracy, and attention to detail
- commitment to customer service
- the ability to work independently and on a team
- the ability to work under pressure to meet deadlines.

You should enjoy compiling information, using operating systems for retrieving information and are at ease when responding to requests.

## Academic path

Graduates of this program can receive credit for three courses required in the SAIT Library Information Technology diploma.

## Credentials

Upon successful completion of this program, you'll receive a SAIT Information and Records Management certificate.

## Admission requirements

### Applicants educated in Canada

Applicants must demonstrate [English language proficiency](#) and meet all of the following requirements or equivalents:

- at least 60% in English Language Arts 30-1 or English Language Arts 30-2, and
- at least 60% in two of the following Grade 12 subjects:
  - Math (Math 30-1, Math 30-2 or Math 30-3)

- o Science
- o Social Science
- o Accounting
- o Law
- o Second language.

MGMT 244 (Fundamentals of Information and Records Management) may be substituted for one of the Grade 12 subjects. This course is available through Open Studies.

SAIT accepts [high school course equivalents](#) for admission for applicants educated outside Alberta.

## Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate [English language proficiency](#) and provide proof they meet the program admission requirements with an international document assessment. [Find accepted educational documents and assessment options.](#)

SAIT may also accept courses completed at certain [international post-secondary institutions](#).

## Costs

### 2024/25 tuition and fees

The following estimated costs are effective as of July 1, 2024.

#### Domestic Students

Year	Number of semesters	Tuition fees	Additional fees	Total per year
1	2	\$7,110	\$1,608	\$8,718
<b>Total cost:</b>				<b>\$8,718</b>

The estimated total cost of tuition and fees for domestic students is based on the recommended course load per year.

## Books and Supplies

Books and supplies are approximately \$1,000 - \$1,500 per full-time year.

This is a bring-your-own-device program with a standard computer hardware and software requirement. See the specific requirements on our [computers and laptops page](#).

Find your booklist on the [SAIT Bookstore's](#) website. The booklist will be available closer to the program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program directly to determine if they're still refining course details or if you're in luck; no textbook purchase is required this term.