

APPL 110 DESKTOP APPLICATIONS PROFICIENCY

This course prepares students to be proficient in Microsoft Word, Excel, PowerPoint, Access, Outlook, MS Projects, and Visio. Further training includes Business Objects, and AutoCAD fundamentals.

Prerequisites: None 6/6

GNED 100 COMMUNICATION SKILLS

This course provides students with the knowledge and skills required to ensure effective communication when designing and implementing records management programs. Topics covered include meeting management, interview skills, report writing skills and presentation skills.

Prerequisite: None. 2/2

RMGT 100 RECORDS MANAGEMENT PRINCIPLES

The course provides an introduction to the field of records management and an overview of its principles. Students will be introduced to the concept of life cycle records management. Each phase in the records life cycle will be covered, including records creation, records distribution, records storage and retrieval, inactive records storage and records destruction. Other topics include overviews of functional records classification, records retention scheduling, privacy legislation, vital records protection, and disaster recovery.

Prerequisite: None. 1/1

RMGT 110 DAILY FILE ROOM OPERATIONS

This course will familiarize students with the practical hands-on operations that make file rooms effective information resources for organizations. Students will learn how to write effective file room procedures, file pre-coded data, how to maintain existing files, how to create new files, how to use bar coding technology to track files, how to secure access to sensitive information, how to process client file requests, how to answer client reference questions, how to process file acquisitions, how to catalogue files, how to catalogue library material and how to deliver files to users.

Prerequisite: RM 100. 5/5

RMGT 120 SOFTWARE TOOLS

This course provides students with an appreciation of various software tools used to manage records. Software tools include electronic document management software (EDMS), document imaging software, records management software, file tracking software and file labeling software.

Prerequisite: RM 100. 2/2

RMGT 130 IDENTIFYING AND RELATING VALUE PROPOSITION TO CUSTOMERS' BUSINESS

This course provides the knowledge and skills required to identify customer's business objectives and value proposition to them. Topics covered will include defining business objectives, researching customer business objectives, developing customer business summaries, relating business proposition to customer business objectives, and identifying opportunities and strategies based on this relationship.

Prerequisite: RM 110. 1/1

RMGT 200 RECORDS MANAGEMENT PLANNING AND DESIGN

This course provides students with the principles and practical skills needed to work as a records manager or records management consultant. Topics covered include, records management principles, assessing records management needs, records classification scheme development, records retention scheduling, and policy and procedure development.

Prerequisite: None. 4/4

RMGT 210 RECORDS MANAGEMENT PROGRAM IMPLEMENTATION

This course provides students with the practical knowledge and skills required to put a records management program design into place. Topics covered include conducting preliminary purges using TAB's SMART methodology, classifying records, assigning retention periods to records, purging records, converting files to new equipment and supply standards, data entry tools and techniques, arranging files according to classification schemes, fine tuning implemented systems, conducting user training, and auditing implemented programs.

Prerequisites: RM 200. 4/4

RMGT 220 ELECTRONIC DOCUMENT MANAGEMENT AND IMAGING

This course provides students with the practical knowledge and skills required to conduct needs assessments, develop functional specifications and conduct procurement projects for electronic document management and imaging systems. Topics include data gathering, requirements definition, specifications, preparing requests for proposals, vendor selection, and system implementation.

Prerequisite: RM 200. 4/4

RMGT 230 WORK FLOW ANALYSIS

This course provides students with the practical knowledge and skills required to conduct work flow analysis projects. Topics include defining and documenting existing business methods and processes, analyzing methods and processing, defining and documenting simplified methods and processes and implementation.

Prerequisite: None. 3/3

RMGT 240 PRIVACY IMPACT ASSESSMENTS

This course provides students with the practical knowledge and skills required to conduct privacy impact assessments. Topics include an overview of privacy legislation, the ten privacy principles, data gathering techniques, gap analysis, and documenting privacy impact assessments.

Prerequisite: RM 200. 2/2

RMGT 250 PROJECT MANAGEMENT SKILLS

This course provides students with the knowledge and skills required to manage successful records management projects. Topics covered include planning and scheduling, project documentation, cost control, time management, quality assurance, project staffing, and effective supervision.

Prerequisite: None. 3/3

RMGT 260 CONSULTING PRACTICE MANAGEMENT

This course provides students with an overview of the principles of managing an effective consulting practice. Topics covered include business practices, revenue measurement, fixed and variable expenses, staff utilization, available and billable hours, measures and targets, and management control systems.

Prerequisite: None. 3/3

RMGT 270 CLIENT RELATIONSHIP MANAGEMENT

This course provides students with the knowledge and skills required to maintain excellent relationships with the clients of a records management program. Topics covered include client contact management, conflict and issue resolution, coping with difficult people, measuring customer satisfaction and business development.

Prerequisite: None. 2/2

RMGT 280 CERTIFIED DOCUMENT IMAGING ARCHITECT

The CDIA+ certification is an internationally recognized credential, acknowledging competency and professionalism in the document management industry. Those holding CDIA+ certification possess critical knowledge of technologies used to plan, design and specify a document imaging/management system.

Prerequisite: RM 200. 2/2

FOR MORE INFORMATION CONTACT COLLEEN MORETTI AT TAB (403) 273-5400 x5414 OR CMORETTI@TAB.COM