

**Long Island University
C.W. Post Campus**

College of Information and Computer Science

Spring 2009

Advanced Certificate in Archives and Records Management

Certificate in Archives and Records Management

(Can be completed as a Post-Master's Certificate or part of the MS degree)

18 credit required program of study

Required Courses (Nine Credits):

LIS 520 Records Management I
LIS 720 Archives and Manuscripts
LIS 690 Internship

Students may choose an additional nine (9) credits from electives offered, including:

LIS 565 Information Networks
LIS 657 Introduction to Preservation
LIS 713 Rare Books
 (Prerequisites LIS 510, 512)
LIS 721 Appraisal of Archives and Manuscripts
 (Prerequisites: LIS 714 or LIS 520)
LIS 722 Records Management II: Electronic Records
 (Prerequisites: LIS 520, LIS 714, or Instructor's Permission)
LIS 763 Metadata: Description and Access
 (Prerequisites: LIS 510 and LIS 512)
LIS 765 Knowledge Representation
 (Prerequisites: LIS 510 and LIS 512)
LIS 770 Information Storage & Retrieval
 (Prerequisites: LIS 510 or permission)