

# DIGITAL ARCHIVES MANAGEMENT (GR. CERT.) (15 CREDITS)

**Offered by:** Information Studies (Faculty of Arts)

**Program credit weight:** 15

## Program Description

This program is intended to prepare students to work in the area of digital archives. The graduate courses in the program will focus on principles of organization of information, practices in archival studies, and strategies for digital curation and enterprise content management.

This is an entry-level, graduate program that may lead to another graduate certificate or to the M.I.St. program, however, none of the courses taken in the graduate certificate can be credited towards the M.I.St. program once a graduate certificate has been completed.

**Note:** For information about Fall 2025 and Winter 2026 course offerings, please check back on May 8, 2025. Until then, the "Terms offered" field will appear blank for most courses while the class schedule is being finalized.

## Required Courses (6 credits)

Expand allContract all

Course	Title	Credits
INFS 607	Organization of Information.	3
INFS 649	Digital Curation.	3

## Complementary Courses (9 credits)

chosen from the following:

Expand allContract all

Course	Title	Credits
INFS 609	Metadata and Access.	3
INFS 633	Digital Media.	3
INFS 641	Archival Description and Access.	3
INFS 642	Preservation Management.	3
INFS 645	Archival Principles and Practice.	3
INFS 657	Database Design and Development.	3
INFS 660	Records Management.	3