

Records and Information Management Specialist, Professional Series

This series provides students with the opportunity to learn and develop expertise in the field of records and information management. The series may be completed in a year; however, a student may begin and end the series at their own pace. Credits earned may be applied to the Office Systems Technology, A.A.S. degree.

For additional information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Plan, organize and control the creation, protection, storage and disposition of records;
- Design and build a relational database;
- Retrieve data from a database;
- Use productivity software.

(Z^RIM)

Program: [Office Systems Technology](#)

Courses

Course #	Title	Credits:
ACCT130	Financial Accounting	4
CISM125	Introduction to Computers	3
CISM164	Microsoft Access	3
OSTM261	Records and Information Management	3
	Total credits:	13