

## Concentration in Archives and Records Management (ARM) (MSIS)

Required Courses	Core Archival Functions Courses (complete at least one course related to each of the archival functions)			
	Reference, Access and User Services	Electronic Records Management	Preservation	Archival Appraisal
500 Human Information Interactions 509 Information Retrieval 520 Organization of Information** 523 Database Systems 1 560 Programming for Information Professionals 581 Research Methods Overview 582 Systems Analysis and Design 585 Management for Information Professionals 781 Proposal Preparation and Development (1.5) 992 Master's Paper (topic should be relevant to ARM) <b>Required ARM Concentration Courses</b> 556 Introduction to Archives and Record Management	501 Information Resources & Services 754 Access, Outreach & Public Service in Cultural Heritage Repositories	525 Electronic Records Management	750 Introduction to Digital Curation <b>OR</b> 752 Digital Preservation and Access 753 Preservation of Library & Archive Materials	755 Archival Appraisal * <b>INLS 755 is required to complete the ARM Concentration, students are welcome to also take INLS 513</b>
	<b>Archival Description</b>	<b>Systems Analysis</b>	<b>Design and Development of Access &amp; Delivery Systems</b>	
	757 Principles and Practices in Archival Description * <b>INLS 520 should be taken prior to INLS 757</b>	582 Systems Analysis and Design	465 Understanding IT for Managing Digital Collections <b>OR</b> 765 Information Technology Foundations for Managing Digital Collections 509 Information Retrieval 523 Database Systems I 624 Policy-Based Data Management 720 Metadata Architectures and Applications 756 Data Management and Curation	
<b>Suggested Electives</b>				
560 Programming for Information Professionals 740 Digital Libraries: Principles and Applications 857 Seminar in Rare Book Collections				

Note: Students are encouraged to review the courses offered as INLS 690 or INLS 890 (special topics) each semester, as some of these courses may be relevant to this specialization.