

**SOUTHEAST KENTUCKY COMMUNITY & TECHNICAL COLLEGE
HISTORICAL INFORMATION MANAGEMENT
CERTIFICATES**

ARCHIVES MANAGEMENT

- ___(3) 101ENG Writing I
- ___(3) Heritage/Humanities
- ___(3) Social Interaction

- ___(3) HIM102 Archives Studies: Characteristics & Overview
- ___(3) HIM210 Archives Studies: Appraisal & Accessioning
- ___(3) HIM212 Archives Studies: Arrangement & Description
- ___(3) HIM214 Archives Studies: Preservation & Conservation
- ___(3) HIM216 Archives Studies: Automation & Electronic Records

Total Credits 24

MUSEUM MANAGEMENT

- ___(3) 101ENG Writing I
- ___(3) Heritage/Humanities
- ___(3) Social Interaction

- ___(3) HIM104 Museum Studies: Characteristics & Overview
- ___(3) HIM230 Museum Studies: Collection Care & Management
- ___(3) HIM232 Museum Studies: Conservation & Preservation
- ___(3) HIM234 Museum Studies: Exhibits
- ___(3) HIM236 Museum Studies: Automation

Total Credits 24

RECORDS MANAGEMENT

- ___(3) 101ENG Writing I
- ___(3) Heritage/Humanities
- ___(3) Social Interaction

- ___(3) OST160 Records & Database Management
- ___(3) HIM106 Records Management: Characteristics & Overview
- ___(3) HIM250 Records Inventory & Analysis
- ___(3) HIM252 Electronic Records Management
- ___(3) HIM254 Records Reproduction & Imaging Systems

Total Credits 24

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**Work Sheet Only
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