

POST-BACCALAUREATE CERTIFICATE IN ARCHIVAL STUDIES

Program Description

The Certificate in Archival Studies seeks to provide students who currently have an undergraduate degree or above in any field, with basic knowledge of archival theory and practice. This certificate can enhance an individual's credentials for working with archival materials in all careers that require working with records. The Certificate in Archival Studies will consist of four courses (12 credit hours) that cover the basic archival principles, practices and methods in both analog and digital archives.

Program Learning Outcomes

Graduates of this program will be able to:

- a. Understand and apply basic principles of archival practice and records management and the ethical principles of the profession
- b. Understand and apply outreach and management principles in archives
- c. Understand the basic principles and preservation of both analog and digital archives

Program Requirements

Code	Title	Credit Hours
Students are required to take two of the following core courses for a total of 6 credit hours.		
ARST 5000	Princ. & Practices in Records	3
ARST 5100	Archives, Records and Tech	3
ARST 5300	Digital Preservation	3
<i>Total Credit Hours</i>		6
Students will take two of the following elective courses for a total of 6 credit hours.		
ARST 5110	Archives and the Web	3
ARST 6610	Law, Ethics and Records	3
ARST 6800	Research Methods	3
ARST 5250	Digital Curation, Preservation	3
<i>Total Credit Hours</i>		6
Total Program Hours		12

Department website: Department of Archives and Information Studies
(<https://www.clayton.edu/graduate/programs/mas/>)