



## Degree in Archival and Records Management

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### General information

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#### Educational centre

Escola Superior d'Arxivística i Gestió de Documents



## Degree in Archival and Records Management

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### Course access

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Students wanting to take this course have a number of access routes available to them, depending on their previous studies. Follow through these pages to find full explanations of each route:



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### Content

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Qualification	Degree in Archival and Records Management
Type of course	UAB second-cycle degree
Duration	2 years
Total number of credits	120

Distribution of credits	Core and Compulsory	Optional	Free-choice
1st year	42	9	12
2nd year	48	9	
Total	90	18	12

### Compulsory modules

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- | 1st year  | 2nd year   |
|---|--|
| <ul style="list-style-type: none"><li>• Introduction to Archival Management</li><li>• Public Administration Documents and Information Sources</li><li>• Introduction to Law</li><li>• Information and Communication Technologies</li><li>• Legislation and Legal System for Documents</li><li>• Documents and Information Sources in Institutions and Businesses</li><li>• Information Description and Retrieval Methods</li><li>• Classification and Archive Systems</li></ul> | <ul style="list-style-type: none"><li>• Documentation Assessment</li><li>• Management of Audiovisual and Graphical Documents</li><li>• Palaeography and Diplomacy</li><li>• Document Management Systems</li><li>• Management and Dissemination Techniques for Archive Services</li><li>• Management of Electronic Documents</li><li>• Document Archive and Storage Facilities</li><li>• Practicum / Final Year Project (*)</li></ul> |
- (\*) Students can choose between the practicum and the Final Year Project.

### Optional modules

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| <ul style="list-style-type: none"><li>• Analysing and Designing Administrative Channels</li><li>• Marketing and Cultural Revitalisation</li><li>• Document and Information Management for Companies</li><li>• Legal System for Access to Documents and Data</li><li>• Diplomacy (*)</li></ul> | <ul style="list-style-type: none"><li>• Documentation Languages (*)</li><li>• Multimedia Editing and Presentation (*)</li><li>• Theory of Knowledge and Knowledge Management (*)</li><li>• Business Management Techniques (*)</li><li>• History Research Techniques and Methods (*)</li><li>• History of Catalonia (*)</li></ul> |
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(\*) Modules belonging to other UAB courses. Lectures are given as part of the degree to which the module belongs.

### Free-choice modules

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To be chosen from the list of UAB free-choice modules.



**Degree in Archival and Records Management**

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**Skills required**

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**Professional job opportunities**

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