

# Postgraduate Certificate Museum Archive Management





## Postgraduate Certificate Museum Archive Management

- » Modality: online
- » Duration: 12 weeks
- » Certificate: TECH Global University
- » Credits: 12 ECTS
- » Schedule: at your own pace
- » Exams: online

Website: [www.techtute.com/us/humanities/postgraduate-certificate/museum-archive-management](http://www.techtute.com/us/humanities/postgraduate-certificate/museum-archive-management)

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# 01

# Introduction

Document management is one example of the professional opportunities that studying Art History can offer, among others. This is a highly important task in the process of organizing the different artistic representations and their information, since having an established order helps to find them quickly and avoid mistakes. This program was created with the primary objective of helping students acquire the skills they need to work in the best art museums. This is an intensive and 100% online program that will provide you with the keys to become an expert in document management in just 12 weeks.





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*Learning how to manage information gathering instruments in Art Museums is just one of the skills you will acquire with this Postgraduate Certificate"*

Today, museums are one of the primary sources of information and preservation of history. Thanks to the management and organization work carried out by thousands of professionals, it is possible to access artistic works from all periods, from Greek, Roman and Etruscan antiquities from the Neolithic period to the most modern and avant-garde exhibitions.

Based on this, the demand for specialists in Museum Archive Management is very high, which is the reason why this Postgraduate Certificate was created. This is an intensive program, developed over 6 weeks, which will allow the graduate to obtain a detailed and comprehensive vision of this profession, from the contrast of sources, data capture and information management, to the most relevant aspects of museology and heritage.

A notable feature of this program is its convenient online format, which allows you to access the Virtual Classroom 24 hours a day from any device. This, along with the fact that the entire syllabus will be available from the beginning of the Postgraduate Certificate, will help you organize the academic experience based on your availability. That is why this is a unique opportunity to expand your knowledge in the field of Museum Documentary Management with the largest online university in the world and with a degree designed and endorsed by a team of experts in Art History.

This **Postgraduate Certificate in Museum Archive Management** contains the most complete and up-to-date program on the market. The most important features include:

- ♦ Practical cases presented by experts in Art History
- ♦ The graphic, schematic, and practical contents with which they are created, provide practical information on the disciplines that are essential for professional practice
- ♦ Practical exercises where the self-assessment process can be carried out to improve learning
- ♦ Its special emphasis on innovative methodologies
- ♦ Theoretical lessons, questions to the expert, debate forums on controversial topics, and individual reflection assignments
- ♦ Access to content from any fixed or portable device with an Internet connection



*With TECH you set the time:  
define your own schedule and  
forget about tedious face-to-face  
classes that are incompatible  
with your working life"*

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*This degree will develop your historiographical critical sense and will give you the keys to perfectly handle its techniques and terminology"*

The program's teaching staff includes professionals from sector who contribute their work experience to this program, as well as renowned specialists from leading societies and prestigious universities.

The multimedia content, developed with the latest educational technology, will provide the professional with situated and contextual learning, i.e., a simulated environment that will provide immersive training programmed to train in real situations.

This program is designed around Problem-Based Learning, whereby the professional must try to solve the different professional practice situations that arise during the academic year. For this purpose, the student will be assisted by an innovative interactive video system created by renowned and experienced experts.

*You will have access to 360 hours of the best theoretical, practical and audiovisual content selected by experts in Art History.*

*Do you know the difference between museology and museography? With this Postgraduate Certificate you will delve into each one of them.*

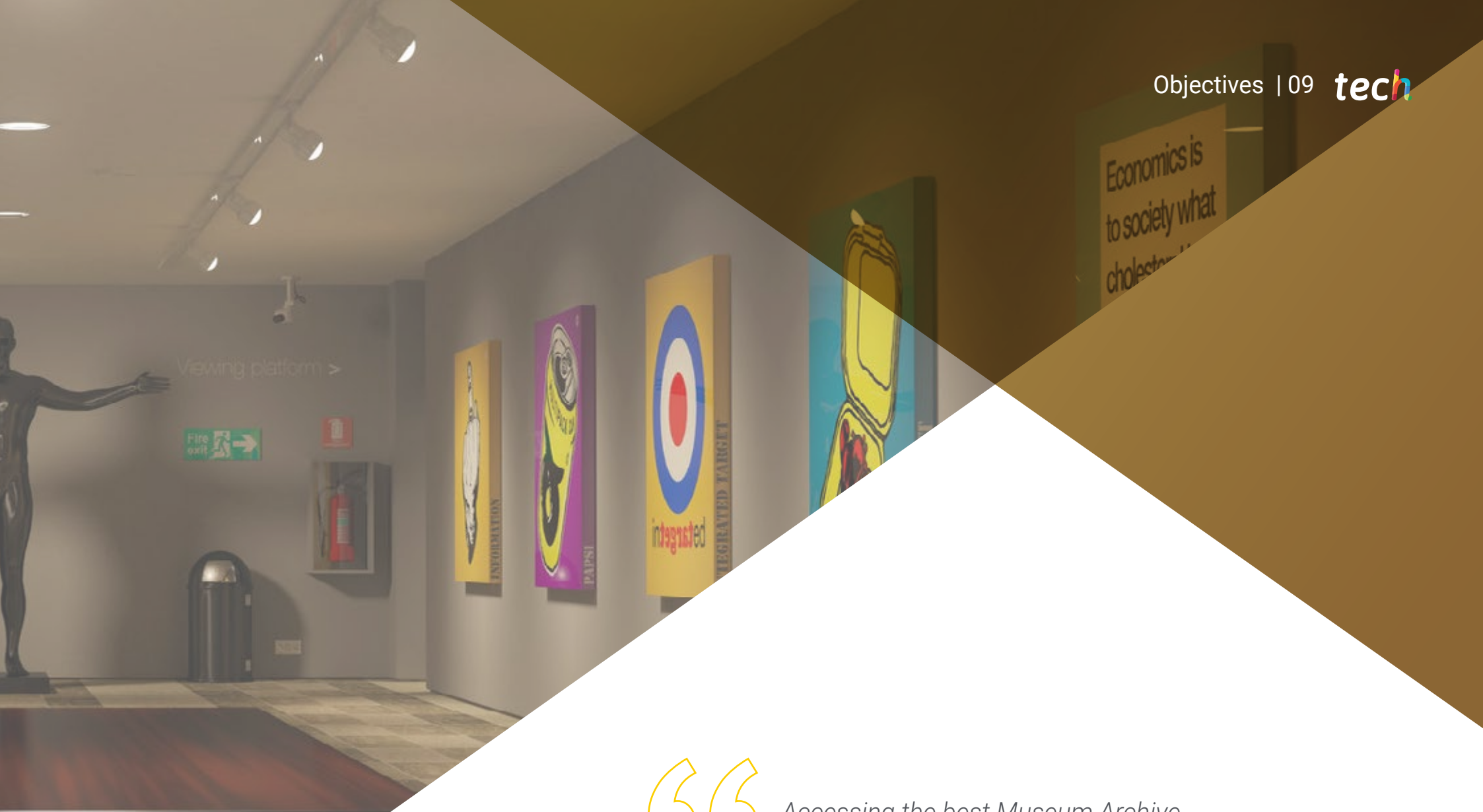


# 02 Objectives

The objective of this Postgraduate Certificate in Museum Documentary Management is to provide the student with the keys that will help them develop the skills and abilities of a specialist in the management of information related to art in its different forms. Additionally, the aim is to streamline your academic experience, so that you can develop an optimal professional aptitude without having to invest extra hours and with the possibility of combining your work life with your academic life.







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*Accessing the best Museum Archive Management syllabus will help you meet your academic goals sooner than you think”*



## General Objectives

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- ♦ Possess a high level of knowledge of art document management
- ♦ Distinguish the different types of sources and their characteristics
- ♦ Develop a managerial aptitude that allows for optimal document management



*Learn in detail about the different types of files that exist and delve into each one of them with this Postgraduate Certificate"*





## Specific Objectives

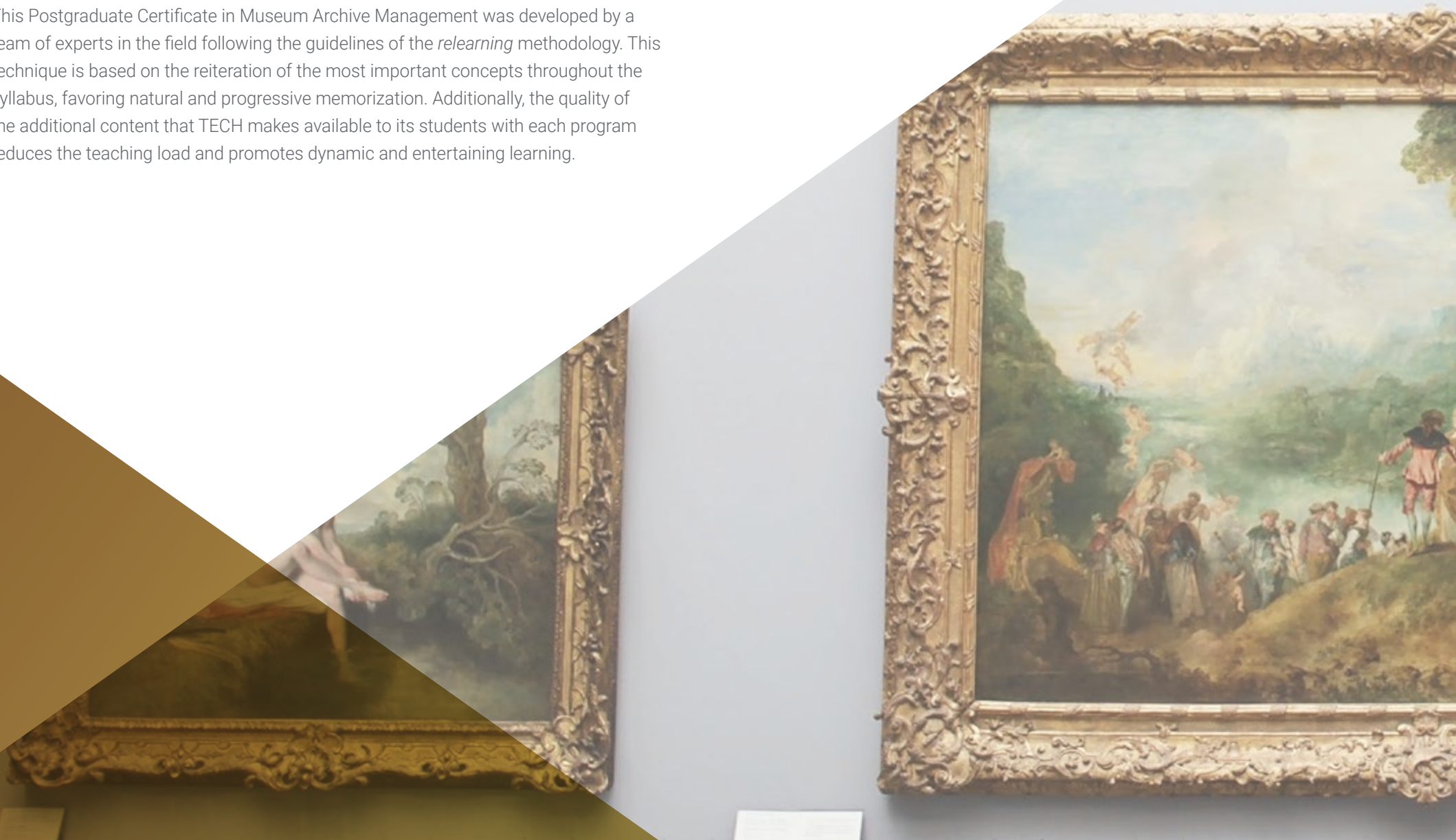
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- ♦ Develop a critical sense at the historiographic level
- ♦ Manage the instruments for information gathering
- ♦ Know and work with the different types of historical sources
- ♦ Use the terminology and techniques accepted in the historiographic science and La profession
- ♦ Distinguish between Museography and Museology, taking into account their differences
- ♦ Recognize some of the most relevant museums in the history of art
- ♦ Know the problems that museums have to face and the inconveniences that may arise during the mounting of an exhibition
- ♦ Understand the different types of exhibits and how they are different

# 03

## Structure and Content

This Postgraduate Certificate in Museum Archive Management was developed by a team of experts in the field following the guidelines of the *relearning* methodology. This technique is based on the reiteration of the most important concepts throughout the syllabus, favoring natural and progressive memorization. Additionally, the quality of the additional content that TECH makes available to its students with each program reduces the teaching load and promotes dynamic and entertaining learning.





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*After completing this Postgraduate Certificate, you will have acquired extensive knowledge of museology and the sources of Art History"*

## Module 1. Sources of Art History

- 1.1. The Historical Source
  - 1.1.1. Historical Source Epistemology
  - 1.1.2. Classification of Historical Sources
  - 1.1.3. Historical Source Location
- 1.2. Source Treatment
  - 1.2.1. Source Gathering and Critique
  - 1.2.2. Contrast of Sources
  - 1.2.3. Data Capture and Information Management
- 1.3. Historical Archives
  - 1.3.1. The Need for Archives
  - 1.3.2. Archives in the Modern Age
  - 1.3.3. The Digital Archive
- 1.4. Today's Archivists
  - 1.4.1. Functions of the Archivist
  - 1.4.2. The Social Status of the Archivist
  - 1.4.3. Importance of the Archivist in Administrative Records Management
- 1.5. The Social and Political Community as Source Creators
  - 1.5.1. Parish Archives
  - 1.5.2. Municipal Archives
  - 1.5.3. Notarial Archives
  - 1.5.4. Judicial Archives
  - 1.5.5. Family Archives
- 1.6. The Great Archival Repositories in Mexico
  - 1.6.1. National General Archive
  - 1.6.2. Archbishop's Archives
  - 1.6.3. National Newspaper Archive
  - 1.6.4. State Archives

- 1.7. National Library
  - 1.7.1. Mexico's National Library
  - 1.7.2. Vasconcelos Library
  - 1.7.3. Palafoxiana Library
- 1.8. Libraries in the Private Sector
  - 1.8.1. Libraries in the Private Sector
  - 1.8.2. Mexican Association of Private Archives and Libraries of J. C.
- 1.9. Main Historical Documents in the Modern Age
  - 1.9.1. Main Historical Documents in the Modern Age
  - 1.9.2. Royal Documentation in the Modern Era
- 1.10. Typefaces Used in the Modern Age
  - 1.10.1. Humanistic Writing
  - 1.10.2. The Crisis of Gothic Writing

## Module 2. Museology and Heritage

- 2.1. The Origins of Museums
  - 2.1.1. Near East
  - 2.1.2. Far East
  - 2.1.3. Greece
  - 2.1.4. Rome
  - 2.1.5. Middle Ages
  - 2.1.6. Renaissance, Mannerism and Baroque
  - 2.1.7. XVI Century
  - 2.1.8. XVII Century
  - 2.1.9. XVIII Century
- 2.2. Exhibitions
  - 2.2.1. Introduction
  - 2.2.2. The Limitations of the Exhibitions and Their Intricacies
  - 2.2.3. Types of Exhibitions
  - 2.2.4. Processions, Another form of Public Exposure

- 2.3. Heritage
  - 2.3.1. Ecclesiastical Heritage
  - 2.3.2. Institutional Frameworks, Sectors of Cultural Identification and Cultural Policies
  - 2.3.3. Cultural Goods and Cultural Management
- 2.4. French Museums
  - 2.4.1. Old Regime
  - 2.4.2. The Enlightenment
  - 2.4.3. The National Assembly
  - 2.4.4. The French Museum before and after the Revolution
- 2.5. Museum Typologies Promoted by the National Constituent Assembly of France
  - 2.5.1. French National History Museum
  - 2.5.2. Museum of French Monuments
  - 2.5.3. Louvre Museum
  - 2.5.4. Luxembourg Palace
- 2.6. From Napoleon I to World War II
  - 2.6.1. Napoleon I
  - 2.6.2. Covered Panoramas
  - 2.6.3. The Palace of Versailles
  - 2.6.4. The 19th Century
  - 2.6.5. The 20th Century
  - 2.6.6. Germany, Italy, Russia and the United States
  - 2.6.7. The Interruption of World War II
- 2.7. Museology and Museography
  - 2.7.1. Museology and Museography
  - 2.7.2. New Museology
  - 2.7.3. Expansion of the Museum Concept
  - 2.7.4. The Strategies of Museums
    - 2.7.4.1. Anglo-Saxon strategy
    - 2.7.4.2. Mediterranean Strategy

- 2.8. North American Museums
  - 2.8.1. Characteristics of North American Museums
  - 2.8.2. Financial System
  - 2.8.3. The Museums that Make up the TRUST
- 2.9. Museums and Relevant Figures
  - 2.9.1. Whitney Museum of American Art
  - 2.9.2. Isabella Stewart Gardner Museum in Boston
  - 2.9.3. Albright-Knox Art Gallery
  - 2.9.4. Key Figures in Patronage
  - 2.9.5. Gertrude Stein
- 2.10. Museums and Their History
  - 2.10.1. Ancient Art Museums
  - 2.10.2. Art Museums of the Middle Age
  - 2.10.3. Museums Art of the Modern Age
  - 2.10.4. Contemporary Art Museums



*It's time to invest your time in a degree that will give your resume a badge synonymous with professionalism and commitment"*

04

# Methodology

This academic program offers students a different way of learning. Our methodology uses a cyclical learning approach: **Relearning**.

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.





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*Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"*

### Case Study to contextualize all content

Our program offers a revolutionary approach to developing skills and knowledge. Our goal is to strengthen skills in a changing, competitive, and highly demanding environment.

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*At TECH, you will experience a learning methodology that is shaking the foundations of traditional universities around the world"*



*You will have access to a learning system based on repetition, with natural and progressive teaching throughout the entire syllabus.*



### A learning method that is different and innovative

This TECH program is an intensive educational program, created from scratch, which presents the most demanding challenges and decisions in this field, both nationally and internationally. This methodology promotes personal and professional growth, representing a significant step towards success. The case method, a technique that lays the foundation for this content, ensures that the most current economic, social and professional reality is taken into account.

“*Our program prepares you to face new challenges in uncertain environments and achieve success in your career*”

*The student will learn to solve complex situations in real business environments through collaborative activities and real cases.*

The case method has been the most widely used learning system among the world's leading Humanities schools for as long as they have existed. The case method was developed in 1912 so that law students would not only learn the law based on theoretical content. It consisted of presenting students with real-life, complex situations for them to make informed decisions and value judgments on how to resolve them. In 1924, Harvard adopted it as a standard teaching method.

What should a professional do in a given situation? This is the question we face in the case method, an action-oriented learning method. Throughout the program, the studies will be presented with multiple real cases. They will have to combine all their knowledge and research, and argue and defend their ideas and decisions.

## Relearning Methodology

TECH effectively combines the Case Study methodology with a 100% online learning system based on repetition, which combines 8 different teaching elements in each lesson.

We enhance the Case Study with the best 100% online teaching method: Relearning.

*In 2019, we obtained the best learning results of all online universities in the world.*

At TECH you will learn using a cutting-edge methodology designed to train the executives of the future. This method, at the forefront of international teaching, is called Relearning.

Our university is the only one in the world authorized to employ this successful method. In 2019, we managed to improve our students' overall satisfaction levels (teaching quality, quality of materials, course structure, objectives...) based on the best online university indicators.



In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically. With this methodology we have trained more than 650,000 university graduates with unprecedented success in fields as diverse as biochemistry, genetics, surgery, international law, management skills, sports science, philosophy, law, engineering, journalism, history, markets, and financial instruments. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

*Relearning will allow you to learn with less effort and better performance, involving you more in your training, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation for success.*

From the latest scientific evidence in the field of neuroscience, not only do we know how to organize information, ideas, images and memories, but we know that the place and context where we have learned something is fundamental for us to be able to remember it and store it in the hippocampus, to retain it in our long-term memory.

In this way, and in what is called neurocognitive context-dependent e-learning, the different elements in our program are connected to the context where the individual carries out their professional activity.



This program offers the best educational material, prepared with professionals in mind:



#### Study Material

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



#### Classes

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.



#### Practising Skills and Abilities

They will carry out activities to develop specific skills and abilities in each subject area. Exercises and activities to acquire and develop the skills and abilities that a specialist needs to develop in the context of the globalization that we are experiencing.



#### Additional Reading

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.





#### Case Studies

Students will complete a selection of the best case studies chosen specifically for this program. Cases that are presented, analyzed, and supervised by the best specialists in the world.



#### Interactive Summaries

The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

This exclusive educational system for presenting multimedia content was awarded by Microsoft as a "European Success Story".



#### Testing & Retesting

We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises, so that they can see how they are achieving their goals.



# 05 Certificate

The Postgraduate Certificate in Museum Archive Management guarantees students, in addition to the most rigorous and up-to-date education, access to a Postgraduate Certificate issued by TECH Global University.





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*Successfully complete this program and receive your diploma without travel or laborious paperwork”*

This program will allow you to obtain your **Postgraduate Certificate in Museum Archive Management** endorsed by **TECH Global University**, the world's largest online university.

**TECH Global University** is an official European University publicly recognized by the Government of Andorra ([official bulletin](#)). Andorra is part of the European Higher Education Area (EHEA) since 2003. The EHEA is an initiative promoted by the European Union that aims to organize the international training framework and harmonize the higher education systems of the member countries of this space. The project promotes common values, the implementation of collaborative tools and strengthening its quality assurance mechanisms to enhance collaboration and mobility among students, researchers and academics.

This **TECH Global University** title is a European program of continuing education and professional updating that guarantees the acquisition of competencies in its area of knowledge, providing a high curricular value to the student who completes the program.

Title: **Postgraduate Certificate in Museum Archive Management**

Modality: **online**

Duration: **12 weeks**

Accreditation: **12 ECTS**



future  
health confidence people  
education information tutors  
guarantee accreditation teaching  
institutions technology learning  
community commitment  
personalized service innovation  
knowledge present  
development language  
virtual classroom



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