

Bachelor of Archives Administration and Records Management

2017

Year 1 Semester 1

- Academic Writing and Study Skills
- Organizational Communication
- International Computer Driving Licence:
- Introduction to Archives
- Introduction to Records Management

Year 1 Semester 2

- International Computer Driving Licence:
- Library and Information Studies
- Management of Semi-Current Records
- Introduction to Conservation and Preservation
- Practicum 1

Year 2 Semester 3

- Introduction to Electronic Records Management
- Principles of Management
- Arrangement and Description of Archives
- Occupational Health and Safety/Work Place Wellness
- Public Relations and Marketing of Information Services

Year 2 Semester 4

- Introduction to Knowledge Management
- Introduction to Human Resource Management
- Introduction to Project Management
- Practicum 2

Year 3 Semester 5

- Principles of Organizing Information
- Information Sources and Internet Search engines
- Preservation and Disaster Management in Information Services
- Access and Reference Services/ Advocacy and User Studies
- Applied Organizational Psychology

Year 3 Semester 6

- Database Management Systems
- Entrepreneurship and Innovation
- Web Design & Desktop Publishing
- Practicum 3
- Project Planning and Management

Year 4 Semester 7

- Systems Analysis Design and Evaluation
- Information Legislation: Policies and Ethics
- Managing Knowledge
- Supplies and Materials Management
- Research Proposal

Year 4 Semester 8

- Strategic Management /Managing and Leading Library, Records and Archives Institutions
- Management of Audio-Visual Archives / E-Resources
- Research Project/Dissertation

TUITION

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