

IDM002-DIP-DAARM

Discipline: BIRM

Diploma in Archives and Records Management

Modules Name

LIS101 Introduction to Library and Information Studies CORE

IIS101 Introduction to Information Science CORE

IRM101 Introduction to Records Management CORE

RSA101 Records Survey Attachment CORE

AWS101 Academic Writing and Study Skills CORE

IAA101 Introduction to Archives CORE

RCM101 Managing Semi-Current Records (Records Centres) CORE

IKM201 Introduction to Knowledge Management CORE

ERM201 Electronic Records Management CORE

AAD201 Arrangement and Description of Archives CORE

MAN201 Principles of Management CORE

MKT201 Principles of Marketing CORE PRA201 Practicum 2 CORE

IPR201 Introduction to Public Relations CORE

AVA201 Audio Visual Archives CORE

ARS201 Access and Reference Services CORE