

Semester II		
BLS 2211	Document Classification II	
BLS 2212	Document Cataloguing II	4
BLS 2213	Archives Administration and Museology	3
BLS 2214	Desktop Publishing	4
BLS 2215	Database Management Systems	4
BLS 2216	Research Methods II	3
Recess Term		
BLS 2217	Practicum	5
Year III: Semester I		
BLS 3111	Indexing and Abstracting	3
BLS 3112	Media Technology Management	3
BLS 3113	Management of Information Institutions and Re.	3
BLS 3114	Project Proposal Writing	3
BLS 3121	Website Development and Internet Technology	4
Option I: Records and Archives Management		
BLS 3115	Analysis of Records Management Systems	3
BLS 3116	Preservation and Conservation	3
Option II: Publishing and Book Trade		
BLS 3117	Publication Design and Production	3
BLS 3118	Marketing and Book Trade	3

Option III: Library Science		
BLS 3119	Digital Library Service	3
BLS 3120	Library Operations	3
Semester II		
BLS 3211	Community Information Services	3
BLS 3212	Entrepreneurship to Information Work	4
BLS 3213	Dissertation	5
Option I: Records and Archives Management		
BLS 3214	Automation of Records Management Systems	4
BLS 3215	Records Management and the Law	3
Option II: Publishing and Book Trade		
BLS 3216	Electronic Publishing	4
BLS 3217	Publishing and the Law	3
Option III: Library Science		
BLS 3118	Library Automation	4
BLS 3219	Library Ethics and Policy	3
Option I: Records and Archives Management		
BLS 3115	Analysis of Records Management Systems	3
BLS 3116	Preservation and Conservation	3
Option II: Publishing and Book Trade		
BLS 3117	Publication Design and Book Production	3
BLS 3118	Marketing & Book Trade	3
	Graduation Load	130

BACHELOR OF RECORDS AND INFORMATION MANAGEMENT (BRIM)

Year I Semester I		
CODE	Course Name	CU
RIM 1101	Introduction to Records and Archival Management	3
RIM 1102	Records Processing	4
RIM 1103	Records Storage and Security	3
RIM 1104	Supplies and Materials Management	3
RIM 1111	Information Technology	4
RIM 1112	Communication Skills and Practice	3
	Semester Load	19

Year I Semester II		
RIM 1201	Paper Making and Reprography	3
RIM 1202	Audio Visual Records Management	3
RIM 1203	Classification and Cataloguing	4
RIM 1204	Applied Organizational Psychology	3
RIM 1205	Government Information Resources and Systems	3
RIM 1211	Information Technology II	4
	Total CU For Semester II	20

Year II Semester I		
RIM 2101	Information and Documentation Services	3
RIM 2102	Records And Information Management Ethics	3
RIM 2103	Organizational Operation & Office Systems	3
RIM 2104	Archives Administration	3
RIM 2105	Desktop Publishing and Editing	4
RIM 2111	Research Methods I	3
	Total CU For Semester I	19
Semester II		
RIM 2201	Management Principles and Practices	3
RIM 2202	Management of Museums	3
RIM 2203	Health Records and Management	3
RIM 2204	Paleography and Oral History Management	3
RIM 2215	Database Management Systems	4
RIM 2211	Research Methods II	3
	Total CU For Semester II	
Recess Term		
RIM 2217	Field Attachment	5
	Total CU for Recess Term	5

Year III		
Semester I		
RIM 3101	Project Planning and Management	3
RIM 3102	Management of Financial Records	3
BLS 3115	Analysis of Records Management Systems	3
BLS 3111	Indexing and Abstracting	3
BLS 3121	Website Development and Internet Tech.	4
BLS 3116	Preservation And Conservation of Records	3
	Total Cu For Semester I	19
Semester II		
RIM 3201	Entrepreneurship in Records and Information Work	3
RIM 3202	Managing Records and Information Centers	4
BLS 3214	Automation Of Records Management Systems	4
BLS 3215	Records Management and the Law	3
BLS 3213	Dissertation Writing	5
	Total Cu For Semester II	19

POSTGRADUATE PROGRAMMES

POSTGRADUATE DIPLOMA IN LIBRARIANSHIP (GLIS)

Programme Structure

Duration

This programme lasts one Academic Year:

Semester I		CU
LIB 6101	Comparative Librarianship	3
LIB 6102	Library Classification (Practice)	4
LIB 6103	Library Cataloguing (Practice)	4
LIB 6104	Library Organization and Administration.	3

Semester II		
LIB 6201	New Media Librarianship	3
LIB 6202	Documentation Reprography and Physical Bibliography	3
LIB 6203	Book Selection and Reference Service	3
LIB 6204	Project	4
Graduation Load		27