

Specific Objectives

The Records and Archives Management Programme will have the following objectives:

- To educate and train students in Archives & Records management.
- To equip students with knowledge and skills in managing different types of information institutions in particular, Records Center, Archives, Documentation and Information Centres.
- To equip students with sufficient skills to cater for staffing needs of the registries at Government ministries, institutions, NGOs and private organisations in and outside Uganda.
- To provide foundation education and training for candidates who are seeking to enter the profession of Records Officers, Archivists, Documentalists and Information Officers.

Programme Structure/Curriculum

The DRAM programme shall have the following structure:

Year I: Semester I		CU
DRA 1101	Foundation of Records Management	3
DRA 1102	Office Management & Practice	3
DRA 1103	Information Technology	3
DRA 1104	Paleography & Oral History	3
DRA 1105	Records Organization & Processing	3

Semester II		
DRA 1201	Paper making & Printing	3
DRA 1202	Management of Financial Records	3
DRA 1203	Legal & Policy aspects of Records Work	3
DRA 1204	Archival Management	3
DRA 1205	Document work and Information Services	3
Year II: Semester I		
DRA 2101	Storekeeping & Materials Management	3
DRA 2102	Preservation & Conservation	3
DRA 2103	Analysis of Records Management Systems	3
DRA 2104	Management of Electronic records	3
DRA 2105	Database Management Systems	3
Semester II		
DRA 2201	Computerized records management systems	3
DRA 2202	Museology	3
DRA 2203	Reprographic Services	3
DRA 2204	Organisation Theory & Management	3
DRA 2205	Research Project (Internship)	3
Graduation Load		60

CERTIFICATE IN LIBRARY AND INFORMATION STUDIES (EVENING PROGRAMME) (CLIS)

Programme Structure

Duration

This is an evening programme lasting two Semesters of 17 weeks each.

Semester I		CU
CLS 1101	Library and Information in Africa: Library Movement	4
CLS 1102	Library Classification (Theory)	4
CLS 1103	Library Cataloguing (Theory)	4
CLS 1104	Information Service	4
CLS 1105	Library Administration and Routines 'A'.	4

Semester II		
CLS 1201	Library and Information in Africa:	
	Information & Technology	4
CLS 1202	Library Classification (Practice)	4
CLS 1203	Library Cataloguing (Practice)	4
CLS 1204	Bibliographic Control	4
CLS 1205	Library Administration and Routines "B".	4
Graduation Load		40