

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