AFRICAN COLLEGE OF COMMERCE

P.O. BOX 301 KABALE – UGANDA

THE CURRICULUM FOR
THE DIPLOMA IN
RECORDS MANAGEMENT (DRM)

THE STRUCTURE, REGULATIONS AND SYLLABUS

YEAR 2014

VISION

To be a leading Institution in Business, Technical and Vocational Training in Africa

MISSION

To establish a competence - based training that equips the learners with skills relevant to employment and economic growth

CORE VALUES

1. **Competence based training for skilled and competent graduates;**

2. **Integrity based on honesty and ethics;**

3. **Hard work, dedication, and achievement of results.**

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THE HISTORY OF

AFRICAN COLLEGE OF COMMERCE (ACC)

African College of Commerce is an Educational Institution majoring in Business, Technical and Vocational training programmes. Below is the historical background of the institution.

1986: 14th April, Commissioned as a Business Education Institution.

1986: June, Registered and recognised by the Ministry of Education.

1990: Held the first Graduation Ceremony;

1992: Introduced Computer Science Courses;

1994: Granted Examinations Centre U62 by the Uganda National Examinations Board,

1998: Purchased land on which to construct the Main Campus

2003: Affiliated to Makerere University Business School (MUBS)

2004: Shifted from rented building in Kabale town centre to Kekubo cell a kilometre away in our own buildings in an area conducive for learning

2005: Received donation from the Federal Republic of Germany in form of buildings, computers, text books and Human Resource Development.

2006: Established ICT Centers in Kabale and Kanungu Districts with the assistance of the Uganda Communications Commission.

2007: Worn a BRONZE Medal from the Federation of Uganda Employers for being the third best employer in Uganda for the year 2006.

2008: Accredited by the National Council for Higher Education as a recognized Institution of Higher learning in Uganda:

2010: Re branding African College of Commerce. Introduced more Technical and Vocational programmes and short courses.

2011: April 16th 2011, Cerebrate Silver Jubilee **1986 to 2011**. Penetrated the Rwanda, Congo, Tanzania Burundi and Kenya

2012: Transformed into a fully fledged **Polytechnic.** Engaged all the training programmes into innovation and production units for products and services. Concretised the hands on training and competence based approach.

2014: Affiliating to Kyambogo University for diploma programmes and in particular the Diploma in Instructor and Technical Teacher Education DITTE, under Skilling Uganda Strategy.

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PART A: GENERAL REGULATIONS

1.0 LIST OF ACRONYMS

DRM	Diploma in Records Management
CGPA	Cumulative Grade Point Average
CH	Contact Hours
CU	Credit Units
GP	Grade Point
GPA	Grade Point Average
LH	Lecture Hours
NP	Normal Progress
PH	Practical Hours
ATP	Assessment Training packages
ACC	African College of Commerce
ACCAB	African College of Commerce Academic Board
ACCEB	African College of Commerce Examinations Board

2.0 TITLE

The proposed title of the programme is the **DIPLOMA IN RECORDS MANAGEMENT**

3.0 INTRODUCTION

The Diploma in Records Management is a type of Programme which is aiming at developing competent Records Assistants with the knowledge and skills necessary for efficient and effective management of information. This is to provide foundation education and training for candidates who are seeking to enter records, information and archives management. Professionals equip them with knowledge and skills to be able to meet the challenges in the working environment.

3.1 Rationale

Records are very important in modern businesses. A good systematic preservation and maintenance letters and received and copies of outgoing correspondence is required. This programme is intended to train and produce competent records officers to organize documents for easy access and preserve them for future use.

3.2 Target Group

The target group is the Senior Six leavers and certificate holders in related fields.

4.0 PROGRAMME OBJECTIVE

To provide foundation education and training for candidates who are seeking to enter the profession of records officer, archivists and information officers, to equip students with sufficient skills to cater for staffing needs of registries in government and non- governmental organizations., to educate and train students in archives and records management field., to enhance the students knowledge and skills in management of information resources., to identify and mitigate the symptoms of records management practices., to develop

awareness of steps involved in automating records management, to evaluate the implication of new techniques for managing records, to design and implement measures to improve organizational record keeping.

5.0 PROGRAMME OUTCOMES

The graduate of Records Management will competently apply the skills and knowledge in Registry circulation and technical services

6.0 JOB TITLES FOR DRM GRADUATES

- Records Assistants
- Documentation Assistants
- Information Assistants
- Data Clerk
- Archivist
- Museum Guide
- Library Attendants

7.0 ORGANIZATIONS THAT EMPLOY DRM GRADUATES

- Public Libraries
- Local Governments
- Universities Libraries
- College Libraries
- School Libraries
- Registries
- Resource Canters
- Media Industries
- Non Governmental Organizations
- Archival Centers
- Museums Guide

8.0. NATURE OF COURSES

All the courses in this programme are compulsory

9.0 ADMISSIONS REQUIREMENTS

The minimum entry requirement to the Diploma in Records Management is:

a) Uganda Certificate of Education (UCE) with at least 5 credits;
b) Uganda Advanced Certificate of Education (UACE) with 1 Principal pass and two subsidiaries obtained at the same sitting or its equivalent;
c) Qualifications equivalent to Uganda Advanced Certificate of Education (UACE) as shall be determined by the National Council in consultation with the Uganda National Examinations Board;
d) A Certificate from a recognized institution of higher learning.

10.0 DURATION OF THE PROGRAMME

The minimum period to complete the Diploma in Business Administration is two academic years and the maximum period is four. If the student fails to

complete the programme in the four years he/she will be required to repeat the whole programme.

11.0 MODE OF DELIVERY AND INSTRUCTIONAL STRATEGIES

The Mode of delivery and instructional strategies will be by the following:

11.1 Lectures for theory

11.2 Practical work in form of Projects

11.3 Field work through Industrial Training and Study tours

11.4 Class discussion and group presentations

11.5 Demonstration

12.0 STUDY MATERIALS AND INFRASTRUCTURE

12.1 Institutional Infrastructure

The institution will use the existing facilities on ACC Campus. The institution has sufficient infrastructure to facilitate the teaching and learning process e.g. furniture, lecture rooms, workshops, library, computer laboratories and a resource room.

12.2 Study Facilities

The Faculty of Vocational Education will use the existing study facilities on ACC Campus. The institution has sufficient study facilities to facilitate the teaching and learning process e.g. relevant materials and equipment to the programme, computers, handouts, textbooks and other materials from individual lecturers, journals and related publications, internet connectivity in the computer laboratories, library with wireless connection, audio visual materials, relevant software programme, source documents, archival records, government policy papers, Government Acts and Statutes, research and innovations by lecturers and students.

13.0 HUMAN RESOURCE

The Faculty of Vocational Education has well qualified and experienced teaching and technical staff managing the Certificate and Diploma Programmes. The academic and technical staff to support the Diploma in Records Management will be drawn from the programmes under the Faculty as listed on page 91 of this curriculum

14.0 PROGRAMME STRACTURE

14.1 YEAR ONE SEMESTER ONE

CODE	NAME	LH	PH	CH	CU
DRM 1101	Records management	60	30	75	5
DRM 1102	Document Work and Information Service	40	10	45	3
DRM 1103	Store keeping I	40	40	60	4
DRM 1104	Paleography & Oral History	45	30	60	4
DRM 1105	Principles of ICT	45	30	60	4
DRM 1106	Computer Applications I	20	50	45	3
DRM 1107	Records Management Project I	10	130	75	5
	Total	**260**	**320**	**420**	**28**

14.2 YEAR ONE SEMESTER TWO

CODE	NAME	LH	PH	CH	CU
DRM 1201	Archival Management	60	30	75	5
DRM 1202	Records Organization and Process	30	30	45	3
DRM 1203	Legal and Policy Aspects of Records	40	10	45	3
DRM 1204	Management of Financial Records	45	30	60	4
DRM 1205	Communication skills	40	40	60	4
DRM 1206	Computer Applications II	20	50	45	3
DRM 1207	Records Management Project II	10	130	75	5
DRM 1208	Fieldwork	10	130	75	5
	Total	**255**	**450**	**480**	**32**

14.3 YEAR TWO SEMESTER ONE

CODE	NAME	LH	PH	CH	CU
DRM 2101	Management of Electronic Records	45	30	60	4
DRM 2102	Database Management Systems	30	60	60	4
DRM 2103	Office management	45	30	60	4
DRM 2104	Reference Services	30	30	45	3
DRM 2105	Research Methods	35	50	60	4
DRM 2106	Library Software	20	50	45	3
DRM 2107	Records Management Project III	10	130	75	5
	Total	**215**	**350**	**390**	**27**

14.4 YEAR TWO SEMESTER TWO

CODE	NAME	LH	PH	CH	CU
DRM 2201	Preservation and Conservation	30	30	45	3
DRM 2202	Analysis of Records Management Systems	60	30	75	5
DRM 2203	Organization Theory and Management	45	30	60	4
DRM 2204	Museology Collection	30	30	45	3
DRM 2205	Reprographic Services	30	30	45	3
DRM 2206	Paper Making and Printing	40	40	60	4
DRM 2207	Records Management Project IV	10	130	75	5
	Total	245	320	405	27

15.0 PROGRAMME LOAD

To qualify for the award of the Diploma in Records Management a candidate must obtain **114** credit units distributed as follows:

YEAR ONE	SEMESTER I	28
	SEMESTER II	32
YEAR TWO	SEMESTER I	27
	SEMESTER II	27
TOTAL		**114**

16.0 CURRICULUM

The curriculum for the Diploma in Records Management Programme will be prepared by African College of Commerce and accredited by the National Council for Higher Education (NCHE).

17.0 EXAMINATION REGULATIONS

The examination rules and regulations for a Diploma in Records management shall be set by the African College of Commerce Examinations Board.

18.0 ADMISSION TO THE PROGRAMME

Admission into the programme will close at the end of the third week of each semester.

19.0 PROGRESSION

Progression of a student shall be classified as normal, Probational or discontinued.

19.1 Normal progress

Normal progression occurs when a student passes each course taken with a minimum grade point of 2.0.

19.2 Probational progress

This is a warning stage and it occurs when a student;

(i) Fails a core/compulsory course
(ii) Has GPA or CGPA of less than 2.0

19.3 Stay put

A student who fails more than a half of the total number of courses in a semester shall be required to stay on that semester until the failed courses are cleared. When the GPA of a student goes up in the following semester, the probation is removed.

19.4 Retaking

A student shall retake any course when it is offered next, to pass or to improve performance. A student shall retake in a course only two times.

19.5 Discontinuation

That a student is discontinued when he or she has:

(i) Received two (3) consecutive probations on the same core or compulsory course.
(ii) Received a CGPA of less than 2.0 for three consecutive probations.
(iii) Failed to present him/her-self for final examinations without giving sufficient reasons.
(iv) Over stayed on the programme for a period of more than four years

20.0 FINAL EXAMINATION PAPER FORMAT

20.1 YEAR ONE SEMESTER ONE

PAPER NAME AND CODE	EXAMINATION FORMAT
DRM 1101 Records management DRM1102 Document work and information service DRM1103 Store Keeping I DRM1104 Paleography and oral history	Each paper will consist of **SEVEN** questions and the candidate will be required to answer **at least five**. All questions shall carry equal marks. The Students will be assessed on memory, Understanding, application, analysis, synthesis and evaluation. The total duration of the examination will be three hours
DRM1105 Principles of ICT	This course unit will consist of paper one (theory) and paper two (practical). Paper one will consist of seven questions carrying equal marks and a candidate shall be required to answer at least five questions. Paper two will consist of three practical questions and a candidate shall be required to answer at least two questions. The duration of each will be three hours.
DRM1106 Computer Applications I	The paper will consist of three exercises and the candidate will be required to answer all. The total duration of the examination will be two hours.
DRM1107 Records Management Project I	Continuous assessment of the various projects in the semester will lead to the final examination paper marks. The total duration of the assessment will be within the 15 weeks of teaching. African College of Commerce will invite an external expert/examiner to assess the projects.

20.2 YEAR ONE SEMESTER TWO

PAPER NAME AND CODE	EXAMINATION FORMAT
DRM1201 Archival management DRM1202 Records organization and process DRM1203 Legal and policy aspect of records DRM1204 Management of financial records DRM1205 Communication skills	Each paper will consist of **seven** questions and the candidate will be required to answer **at least five**. All questions will carry equal marks. The Students will be assessed on memory, Understanding, application, analysis, synthesis and evaluation. The total duration of the examination will be three hours
DRM I206 Computer Applications II	The paper will consist of three exercises and the candidate will be required to answer all. The total duration of the examination will be two hours.
DRM 1207 Records Management Project II	Continuous assessment of the various projects in the semester will lead to the final examination paper marks. The total duration of the assessment will be within the 15 weeks of teaching. African College of Commerce will invite an external expert/examiner to assess the projects.

20.3 YEAR TWO SEMESTER ONE

PAPER NAME AND CODE	EXAMINATION FORMAT
DRM 2101 Management of Electronics Records DRM 2103 Office management DRM 2104 Reference Services DRM 2105 Research Methods	Each paper will consist of **seven** questions and the candidate will be required to answer **at least five**. All questions will carry equal marks. The Students will be assessed on memory, Understanding, application, analysis, synthesis and evaluation. The total duration of the examination will be three hours
DRM 2102 Database Management Systems	This course unit will consist of paper one (theory) and paper two (practical). Paper one will consist of seven questions carrying equal marks and a candidate will be required to answer at least five questions. This paper will consist of three practical questions and a candidate shall be required to answer at least two questions. The duration of the paper will be three hours.
DRM 2106 Library Software	The paper will consist of three exercises and the candidate will be required to answer all. The total duration of the examination will be two hours.
DRM 2107 Records Management Project III	The continuous assessment of the various projects in the semester will lead to the final examination paper marks. The total duration of the assessment will be within the 15 weeks of teaching. African College of Commerce will invite an external expert/examiner to assess the projects.

20.4 YEAR TWO SEMESTER TWO

PAPER NAME AND CODE	EXAMINATION FORMAT
DRM 2201 Preservation & conservation DRM 2202 Analysis of Records Management &Systems DRM 2203 Organization Theory & management DRM 2204 Museology collections	Each paper will consist of **seven** questions and the candidate will be required to answer **at least five**. All questions will carry equal marks. The Students will be assessed on memory, Understanding, application, analysis, synthesis and evaluation. The total duration of the examination will be three hours
DRM 2205 Reprographic Services DRM 2206 Paper Making& printing	These course units will consist of paper one (theory) and paper two (practical). Paper one will consist of seven questions carrying equal marks and a candidate will be required to answer at least five questions. Each paper will consist of three practical questions and a candidate will be required to answer at least one question. The duration of each will be three hours.
DRM 2207 Project IV	Continuous assessment of the various projects in the semester will lead to the final examination paper marks. The total duration of the assessment will be within the 15 weeks of teaching. African College of Commerce will invite an external expert/examiner to assess the projects.

21 .0 ASSESSMENTS AND GRADING

21.1 Theory Assessment

21.1.1	Continuous Course Work	
	21.1.1.1 Course work 1	10%
	21.1.1.2 Course work 2	10%
	21.1.1.3 Course work 3	10%
	Total	**30%**
21.1.2	End of Semester Examination	**70%**
	Total	**100%**

21.2 Project Work

21.2.1	Project Assessment 1	20%
21.2.2	Project Assessment 2	20%
21.2.3	Student's Personal Innovation	20%
21.2.4	Project Assessment 4	40%
	Total	**100%**

21.3 Field Work

21.3.1	Industrial Training	70%
21.3.1	Field Tours	30%
	Total	**100%**

21.4 Assessment Training Packages (ATPs)

Each student will be assigned an Assessment Training Package. This will record the student's academic progression. This will include assessment areas, grades obtained from course works, project work, field work and final examination.

21.5 Grading courses

Each course unit will be graded out of a maximum of one hundred (100) marks and assigned grade point as follows

MARKS (%)	GRADE POINTS
80-100	5.00
75-79	4.50
70-74	4.00
65-69	3.50
60-64	3.00
55-59	2.50
50-54	2.00
Below 50	0.00

The course pass mark is 50% which is Grade Point 2.0.
No credit unit will be awarded for any course in which a student fails.

21.6 Scaling

All the grades will be scaled down to 100%

22.0 AWARDS AND CLASSIFICATION

22.1 Awards

A successful candidate will be awarded the Diploma in Records Management of African College of Commerce (ACC)

22.2 Grade Point Average (GPA)

A grade point average is mark calculated to determine the final award. To arrive at a grade point average, the following steps are taken.

a. Multiply the Grade Point by the Credit Unit to get a Weighted Score of a Course;
b. Add together the weighted scores for all courses taken up to that time to get **total weighted score(TW);**
c. Add the Credit Units for each course to get the **Total Credit Units (TCUs);**
d. Divide the total weighed scores by the total number of credit units taken up to that time to get **grade point average (GPA). TWs/TCUs =GPA.**

The letter grades shall be used for Grade Point Averages (GPAs) as follows:

A	B+	B	C	D
5	4	3	2	1

22.3 Cumulative Grade Point Average (CGPA)

This is determined by dividing total accumulated weighted scores (TWs) by the total accumulated credit units (TCUs) up to a particular time.

22.4 Classification of Final Awards

CLASS	FINAL CGPA	LETTER GRADE
First Class	4.4 – 5.0	A
Second Class Upper Division	4.0 – 4.3	B+
Second Class Lower Division	3.0 – 3.9	B
Pass	2.0 – 2.9	C
Fail	1 - 1.9	D

PART B: DETAILED SYLLABUS

23.0 YEAR ONE SEMESTER ONE

23.1 RECORDS MANAGEMENT

COURSE CODE **DRM 1101**

CREDIT UNITS **05**

CONTACT HOURS **75**

COURSE DESCRIPTION
This course introduces the learner to key the concepts used in records management, records media, and dangers of records, different record centers as well as the principles of records management.

LEARNING OUT COMES
By the end of this course, a learner should be able to conserve and preserve records safely

OBJECTIVES OF THE COURSE
By the end of this course, the learner should be able to:
1. Understand the meaning of key concepts used in records management activities.
2. Acquire knowledge and skills in managing different types of information, in particular records centre, archives and documentation centre.
3. Provide sufficient skills to cater for staffing needs of the registries at government ministries, Institutions, non-governmental and private organizations in and outside Uganda.

COURSE CONTENT

CHAPTER ONE
1.0 Definition of key concepts- records, records management
1.1 Records found in different places.
1.1.1 Families,
1.1.2 Churches,
1.1.3 Academic institutions.
1.2 Characteristics of records.
1.2.1 Autheriticity,
1.2.2 Reliability,
1.2.3 Integrity
1.2.4 Usability.
1.3 Importance of records i.e. administrative value.
1.4 Life cycle of records
1.4.1 Creations
1.4.2 Distribution,
1.4.3 Use of a record
1.4.4 Disposal of a record

CHAPTER TWO
2.0 Personal records
2.1 Categories of personal records
2.1.1 Financial records

2.1.2 Personal documents
2.1.3 Ownership documents
2.1.4 Educational documents
2.1.5 Miscellaneous document**s**

CHAPTER THREE
3.0 Records format
3.1 Microfilms i.e. advantages and disadvantages
3.2 Photographs
3.3 Paper based documents i.e. photocopying as a preservation tool
3.4 Digital records
3.5 Dangers of digital records
3.6 Types of records
3.**7** Qualities of a good record

CHAPTER FOUR
4.0 Records management
4.1 Introduction to records management
4.2 Importance of records management\
4.3 Enemies of records
4.3.1 Biological agents,
4.3.2 Chemical agents
4.3.3 Physical agent
4.3.4 Natural calamities
4.3.5 Man
4.4 Environmental dangers of records
4.5 Principles of records management program

CHAPTER FIVE
5 .0 Filing of records
5. 1 Definition of filing
5.2 Objectives of filing
5.3 Methods of filing
5.4 Filing procedures
5.6 Importance of filing
5.7 Advantages of good filing system
5.8 Characteristics of good filing system
5.9 Types of filing
5.10 Filing system
5.11 Advantages and disadvantages of each filing system
5.12 Factors influencing the choice of filing system
5.13 Filing equipments

CHAPTER SEVEN
7.0 Indexing services
7.1 Introduction to indexing services
7.2 Importance of indexing records
7.3 Method of indexing
7.4 Types of indexes
7.5 Principles of indexing
7.6 Evaluation of an index.

CHAPTER EIGHT

8.0 Categorizing records

8.1 Introduction /definition
8.2 Categories of records.
8.2.1 By types of use, -
8.2.2 By value
8.2.3 By place of use
8.3 Vital records.
8.4 Important records
8.5 Use full records
8.6 Non-Essential records
8.7 Active records
8.7.1 Ways of improving active records

CHAPTER NINE

9.0 Registries

9.1 Definition
9.2 Types of registries
9.3 Registry procedures
9.4 Functions registries
9.5 Advantages of registry procedures
9.6 Essentials of a registry
9.7 Causes of break down in registry
9.8 Centralized filing
9.9 Decentralized filing
9.10 Compromised filing
9.11 Advantages and disadvantages of centralized filing

MODE OF DELIVERY

The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

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7. Saleemi, N (2001) .Office organization and practice simplified .2nd edition. kenya: N-A Salem Publisher.

23.2 DOCUMENT WORK & INFORMATION SERVICES

COURSE CODE **DRM 1102**

CREDIT UNITS **03**

CONTACT HOURS **45**

COURSE DESCRIPTION

This course introduces the learn to the different ways of documenting information, importance of documentation, documentation centre and as well as information sources

LEARNING OUT COMES

By the end of this course, a learner will be able to compile a bibliography and describe what a bibliography is, index, and document important events

OBJECTIVES OF THE COURSE

By the end of this course, the learner should be able to;

1. Recognize the information sources.
2. Understand the information concepts used in information work.
3. Distinguish between information and documentation.
4. Understand the activities of documentation work & information services.

COURSE CONTENT

CHAPTER ONE

1:0 Information, data, knowledge etc

1:1 The aspects of information
1:2 Current awareness services
1:3 Retrospective searching
1:4 Information systems
1:5 Importance of information
1:6 Sources of information and e.g. old files
1:7 Characteristics of good information
1:8 Barriers to information flow in uganda6:9 measures to overcome the barrier to information flow in Uganda

CHAPTER TWO

2:0 Information centers in Uganda.

2:1 Libraries, referral centers
2:2 Documentation centers
2:3 Mass media centers
2:4 Hospitals
2:5 Schools /institution/universities
2:6 Aids information centers
2:7 roles played by the above information centers towards effective dissemination of information

CHAPTER THREE

3:0 Information officers

3:1 Introduction
3:2 Information literacy
3:3 Ethics of an information officer
3:4 Qualities of an information officer
3:4 An information officer v versus librarian
3:6 Differences between information services and references

CHAPTER FOUR

4:0 Documentary sources of information

1:1 Introduction
4:2 Primary sources
4:3 Secondary sources
4:4 Tertiary sources 2:5 non documentary sources
4.5 Activities of documentation work.
4:7 Information control mgt programs

CHAPTER FIVE

5:0 Bibliographies

5:1 Introduction
5:2 National bibliographies
5:3 Branches of bibliography.
5:4 Aims of bibliography
5:5 Types of systematic bibliography.
5:6 Methods of compiling bibliography
5:7 The type of information to be included in bibliography
5:8 Who is responsible to compile bibliography
5:9 Criteria for evaluation of bibliography
5:10 Factors to consider while compiling bibliography

CHAPTER SIX

6:0 Collection develop

6:1 Introduction
6:2 Principles of collection development policy
6:3 Collection development policies
6:4 Elements of collection development policy
6:5 Importance of collection development policy
6:6 How to write collection development policy

CHAPTER SEVEN

7:0 Dissemination of information

7:1 Introduction
7:2 Selective dissemination of information.
7:3 Current awareness services.
7:4 Characteristics of CAS.
7:5 What is involved in CAS
7:6 Importance of CAS
7:7 Evaluation of CAS
7:8 Criteria for evaluating CAS

CHAPTER EIGHT

8:0 Indexing services.

8:1 Introduction
8:2 Types of indexing
8:3 Methods of indexing
8:4 Principles of indexing information materials
8:5 Importance of indexing.
8:6 Criteria for evaluation of indexing services

CHAPTER NINE

9:0 Abstracting services

9:1 Introduction.
9:2 Types of abstracts
9:3 Aims of abstracting information materials.9:4importance of abstracting information materials
9:5 Evaluation of an abstract.

MODE OF DELIVERY

The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCES

1. Kumar, K. (2009) Library Manual, 2nd Edition. Dellas: Publishing House PVTLTD.
2. Kumar. (2008) Reference Services.

23.3 STORE KEEPING

COURSE CODE **DRM 1103**

CREDIT UNIT **04**

CONTACT HOURS **60**

COURSE DESCRIPTION
This course introduces the leaner to classification and codification of materials and other concepts used in stores management

LEARNING OUTCOMES
By the end of this course, a learner will be to manage store materials

OBJECTIVES OF THE COURSE
By the end of this course, the student will be able to;
1. Have a good basic understanding of the factors influencing material flow.
2. Recognize that process largely determined by the designated products.
3. Differentiate between the materials management system and the distribution.

COURSE CONTENT

CHAPTER ONE
1:0 Introductions to material management
1:1 Operating environment
1:2 The supply chain concept
1:3 Material management

CHAPTER TWO
2:0 Production planning.
2:1 Manufacturing planning and control system.
2:2 Sales and operation planning
2:3 Manufacturing resources planning.
2:4 Making the production plan.
2:6 Relationships to production plan.
2:7 Developing master production plan.
2:8 Production planning, master production scheduling and sales

CHAPTER THREE
3:0 Store keeping
3:1 Definition of store keeping.
3:2 Objectives of store keeping
3:3 Factors that led to lay out the foundation of successful store keeping.
3:5 Types of stores.
3:6 Duties of store keeper.

CHAPTER FOUR
4:0 Classification and codification stores.
4:1 Introduction /definition
4:3 Factors you consider before classifying materials.
4:4 Types of classification of materials

4:5 Importance of classification.
4:6 Codifications.
4:7 Advantages and disadvantages of codification.
4:8 Methods of codification.

CHAPTER FIVE
5:0 Acquisition of work.
5:1 Introduction /definition.
5:2 Qualities of good acquisition officer
5:3 Material handling.
5:4 Importance of material handling
5:5 Guide lines for cost reduction in material handling
5:6 Material handling equipment
5:7 Sections and installing of equipment in the store house
5:8 Care of material handling equipments

CHAPTER SIX
6:0 Store of materials.
6:1 Introduction
6:2 Establishing a secure store facility for materials
6:3 Ways of storing materials
6:4 Good store keeping practice.
6:5 Safeguarding materials in storage facilities

CHAPTER SEVEN
7:0 Packing of materials
7:1 Parking and package labels
7:2 Purposes of packaging & package labels
7:3 Environmental conditions in package
7:4 Types of packaging
7:5 Packaging machines.

CHAPTER EIGHT
8:0 Physical distributions of materials
8:1 Introduction
8:2 The process of material movement
8:3 Application of technology

MODE OF DELIVERY
The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE
This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCE

1. Tony, J.R. Introduction to material mgt
2. Okello Anthony, (1999) storekeeping) & material mgt supply
3. Coulson J. (1994) .Records a management hand book. England: Gower pub ltd.
4. Kallaus, Norman &Mina Johnson. (1992).Records management. Ohio. South western publishing co.
5. Steward, Jeffrey and Males co, Nancy. (2004)Professional records and information management. U.S.A: Mc Graw –Hill Inc.
6. Robek M & Stephens (2002) Information and records management.4th and U.S.A: Mc Graw-Hill Inc
7. Wallace Patricia (et al) .(1987) .Records management: Integrated information systems.2nd Edition Canada: John Willey & Inc
8. Saleemi, N (2001) .Office organization and practice simplified .2nd ed. Kenya: N-A Saleemi publisher.

23.4 PALEOGRAPHY AND ORAL HISTORY

COURSE CODE **DRM 1104**

CREDIT UNIT **04**

CONTACT HOURS **60**

COURSE DESCRIPTTION
This course introduces the learner how records were kept in the past so that they can appreciate the earlier attempts made by past record managers in record keeping therefore the course introduces students to oral history, oral tradition management and preservation of oral records.

LEARNING OUTCOMES
A learner should be able to understand how records were preserved in the ancient regime so as to be able to manage present records.

OBJECTIVES OF THE COURSE
By the end of this course, the learner should be able to:
1. Evaluate historical information material
2. Understand how records were kept
3. Demonstrate records media in the past

COURSE CONTENT

CHAPTER ONE
1.0 Introduction
1.1 **In**troduction to paleography and oral history.
1.2 Application of paleographic and oral history in information management
1.3 Nature of oral records
1.4 Causes for deterioration of oral records
1.5 Preventive measures for deterioration of oral records

CHAPTER TWO
2.0 History of writing material
2.1 Introduction for history of writing materials
2.2 Writing materials
2.2.1 Clay tablets
2.2.1 Papyrus
2.2.2 Parchments
2.2.3 Pliny
2.2.4 Waxed tablets
2.2.5 Silk cloth
2.2.7 Leather

CHAPTER THREE
3.0 Oral history and oral tradition
3.1 Introduction to oral tradition
3.2 Types of oral traditions
3.2.1 A memo rate

3.2.2 Legends
3.2.3 Myths
3.2.4 Story telling
3.3 Songs and dramatic performances
3.4 Roles of oral traditions

CHAPTER FOUR
4.0 Interviewing for a biography
4.1 Definition of a biography
4.2 Characteristics of biography
4.3 How to write a biography
4.4.1 Major parts of a biography
4.4.2 Biography
4.4.2 Auto-biography
4.5 Examples of biography and auto –biography

CHAPTER FIVE: THE INTERVIEW
5.0 Introduction to an interview
5.1 Purposes of an interview
5.2 Needs to do before, during and after interview
5.3 Typical interview questions
5.4 Types of interviews
5.5 Tools required for a successful interview

CHAPTER SIX
6.0 Management and preservation of oral records
6.1 Introduction to management of oral records
6.2 Problems occurred in the process of managing oral records
6.3 Aspects to consider while managing oral records
6.4 Conservation aspects
6.7 Physical condition of information materials
6.8 Question of handling

MODE OF DELIVERY
The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE
This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCES

1. Keeping Archives 2nd edition, Judith Eliss(editor) (1993) , Melbourne: Thorpe in association with in Australian society of archivist inc
2. Derolez ,Albert 2003, the paleography of Gothic manuscript books, from 12th to the early 16th century (Cambridge studies in paleography and codicology 9)
3. Sue Bradly (Ed) (2008) The British book trade: An Oral History, London: British library.

23.5 PRINCIPLES OF ICT

COURSE CODE **DRM 1105**

CREDIT UNITS **04**

CONTACT HOURS **60**

COURSE DESCRIPTION
This course unit introduces the learner to the basics of computer theory and practical and basic information technology.

LEARNING OUT COMES
By the end of this course the learner will be able to use the computer system and information technology in real life situations.

OBJECTIVES OF THE COURSE
By the end of this course, the Learner should be able to;
1. Identify the basic components of an operating system and basic components of a local area network and wide area network
2. Explain how computers parts and component are organized and interfaced
3. Apply the basic principles, concepts and application of computers
4. Describe the history of computer and computing in business
5. Appreciate the nature of developing information technology industry and the place it can take to change and improve a business organization.
6. Demonstrate the theoretical knowledge gained from ICT applications
7. Apply the practical computer skills in business management
8. Use computers in the daily applications in business
9. Manage data, voice, and video communications electronically.

COURSE CONTENT

CHAPTER ONE
1.0 **Introduction**
1.1 Introduction to information technology
1.2 Importance of information technology
1.3 Information technology and its impact on society
1.4 Evolution of computer

CHAPTER TWO
1.0 Data processing
2.1 Definition
2.3 Methods and modes of data processing
2.4 Factors for the choice of method
2.5 Types of Files
2.6 Programming Languages

CHAPTER THREE
3.0 **Computer Hardware and Software**
3.1 Hardware Components
3.2 Computer Software- System software and applications software
3.3 File organization and access

3.4 Data processing modes and factors for choice
3.5 Storage devices e.g. tapes, Floppy, Zip drive, flash disk etc

CHAPTER FOUR
4.0 Computer Acquisition and Outsourcing
4.1 Meaning
4.2 Methods of acquiring computer
4.3 Advantages and disadvantages of each method

CHAPTER FIVE
5.0 **Information systems in the organization**
5.1 Introduction to information systems
5.2 Information systems in the organization
5.3 Management information system
54 Internal and external environment to the organization

CHAPTER SIX
6.0 Computer **Security and Viruses**
6.1 Meaning of Viruses
6.2 Ways how they are spread and Prevented
6.3 Ways in which data may be insecure
6.4 How to ensure data entry

CHAPTER SEVEN
7.0 **Computer net works and Data communication**
7.1 Definition
7.2 Types/ categories
7.3 Net work topology
7.4 Advantages of each of the topology
7.5 Advantages and disadvantages of networks

CHAPTER EIGHT
8.0 The **internet and e-mail**
8.1 Electronic mail
8.2 Intranet and extranet
8.3 Advantages and disadvantages of Internet
8.4 How to use Internet

PART B: PRACTICAL

CHAPTER NINE
9.0 Microsoft word
9.1 Introduction
9.2 Starting and creating a document
9.3 Entering data
9.4 Formatting of documents: editing, cutting, pasting, deleting, renaming,
9.5 sorting and copying
9.6 Document previews
9.7 Saving a document
9.8 Printing

CHAPTER TEN

10.0 Microsoft excel (Electronic spreadsheets)

10.1 Introduction

10.2 Starting and creating a spreadsheet

10.3 Entering data in a workbook

10.4 Formatting: cell reference, headers and footers, page numbering,

10.5 Sorting and filtering, renaming, copying and pasting etc

10.6 Performing formulae

10.7 Calculating using functions

10.8 Charting data

10.9 Saving a worksheet

10.10 Printing worksheets

MODE OF DELIVERY

The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.

There will be the final examination in the last two weeks of the semester.

REFERENCES

1. Data processing and information technology by Oliver E.C and Chapman, R. J DP Publishers
2. Business information technology systems, theory and practice by Elliot G and Starkings, S, Addison Wesley, Longman
3. Computers in today's world by Stair, R, Irwin Publishers
4. Unmasking Information Technology, 1st Edition, Kampala, Uganda by Bazi, M, Baguma, I and Anjoga , H. 2007
5. Information Communication Technology for Schools and Tertiary Institutions, 3rd. NK Publishing House, Kampala, Uganda by Katongole, G. 2011

23.6 COMPUTER APPLICATIONS I

Course code **DRM 1106**

Credit units **03**

Contact hours. **45.**

COURSE DESCRIPTION
The course introduces students to the computer applications of introduction to computers, micro soft word and Excel.

LEARNING OUTCOMES
At the end of this course, Students will be able to:

1. Efficiently connect computers and their accessories
2. Produce documents using Microsoft word
3. Manipulate figures using spreadsheet

OBJECTIVES
By the end of this course learners should be able to:

1. Identify the different Applications within an Office environment
2. Acquire skills in basic computer software applications and apply them in various business situations in order to facilitate the information management function.
3. Appreciate computer applications in business through hands on
4. Demonstrate the ability to use the common software applications of Microsoft Word, and Microsoft Excel
5. Produce business documents and data analysis and models applicable to business environment

COURSE CONTENT

CHAPTER ONE
1.1 Basic concepts and startup procedures
1.2 Introduction to practical computing
1.3 Connecting computer parts (CPU, Monitor, Mouse, Key board)
1.3 Windows Operating Systems Commands
1.4 Booting the computer
1.5 Using the mouse
1.6 Managing the user interface
1.7 Introduction to Windows programmes

CHAPER TWO
2.0 Word Processing (Document production with MS word)
2.1 Starting Ms Word
2.2 Creating documents
2.3 Looking at and using tool bars
2.4 Entering data
2.5 texts formatting
2.6 page formatting
2.7 Document formatting
2.8 Creating tables
2.9 Sorting and filtering data (plain text and tabulated text)
2.10 Graphics
2.11 printing

2.12 practice assignments

CHAPTER THREE

3.0 Spreadsheets (Microsoft Excel)

3.1 Starting Ms Excel
3.2 Excel tool bars
3.4 Managing workbooks and worksheets
3.5 Entering data and its formatting
3.6 Performing formulae, errors and their corrections
3.7 Calculating using functions
3.8 Sorting and filtering data
3.9 Using Graphs
3.10 Printing
3.11 Practice assignments

MODE OF DELIVERY

The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCES

1. Kathy Ivens and Thomas Barich(1997), How to use Microsoft Office' 97, Ziff-Davis press
2. Whitecomb A and Brown B, Key boarding and Document production, Stanley Thornes, **Chem.: emam**
3. E.S. Waburoko(200), An introduction to information technology, Department to Distance Learning, Edsoft Computer Institute
4. Teach yourself Microsoft Excel 97 in 24 Hours by Linda Jones and Reul L. Hernadez by S: MS
5. Hernandez cy SAW Publishing
6. Keneth C. and Laudon J.P: Essentials of Management Information Systems; 3rd Edition Prentice Hall, New Jersey, 1999
7. Elliot G. and Starkings:Business Information Technology, Theory and Practice; Addison Wesley, Longman, London and New York, 1998
8. Olive and Chapman; Data Processing and Information Technology, DP Publications
9. Christopher Barnatt (1996): Management Strategy; ND Information Technology; International Thomson Business Press.

23.7 RECORDS MANAGEMENT PROJECT I

Course code **DRM 1107**

Credit units **05**

Contact hours. **75.**

PROJECT DESCRIPTION

This course enables students to learn more practical skills. It introduces students to paper binding procedures, filing, paper cutting as well as spine labeling. Office management procedures and general procedures and systems of proper records management.

OBJECTIVES OF THE PROJECT

By the end of this course, the learner will be able to:.

1 Do classification procedures of records management
2 Manage and organize Office

PROJECT ACTIVITIES

Records Management project

CHAPTER ONE

1.0 Classification of paper for binding.

1.01 Subject classification.
1.02 By alphabetical classification.
1.03 By chronological classification.
1.04 By numerical classification.
1.2 Filing procedure.
1.1.1 Inspection.
1.1.2 Sorting
1.1.3 Indexing.
1.1.4 Coding
1.3 Manila cutting.
1.1 Measurements.
1.3 Gluing.
1.4 spine balancing

CHAPTER TWO

2.0 Principles of ICT Project

2..1 Design a computerized system of charging and discharging records.

CHAPTER THREE

Office management projects

3.0 Office Organization and control

3.1 Filing
3.2 Telephone techniques, sending and receiving telephone messages
3.3 Reprographic methods
3.4 Travel Arrangements
3.5 Written communication
3.6 Meetings
3.7 Reports

CHAPTER FOUR

4.0 Communication skills proposed projects

4.1 Prepare a file of business letters both received and sent for the last 2 years

4.2 Prepare of a given agenda

4.3 Make a report on a certain event

CHAPTER FIVE

5.0 Paleography and Oral History project

5.1 Design a local material similar to we used to preserve records in the past

CHAPTER SIX

6.0 Innovation: Student's self initiated project relevant to the programme

METHODS OF INSTRUCTION

The methods of instruction will include; Lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows:

Project Assessment 1	20%
Project Assessment 2	20%
Student's Personal Innovation	20%
Project Assessment 4 (Final)	40%
Total	**100%**

The marks will be converted into Grade points.

24.0 YEAR ONE SEMESTER TWO

24.1 ARCHIVAL MANAGEMENT

COURSE CODE: **DRM 1201**

CREDIT UNITS **05**

CONTACT HOURS **75**

COURSE DESCRIPTION
This course unit introduces the learner to the different archival formats/materials, collection of archival building, and the meaning and description of archives.

LEARNING OUT COMES
By the of this course, the learner shall be able to differentiate between archives and records, understand the value of archives in the organizations

OBJECTIVES OF THE COURSE

By the end of the course, a learner should be able to;

1. Enhance their knowledge and skills in mgt of information resources.
2. Implement the acquired skills in archives Management.
3. Design & implement measures to improve organization performance.

COURSE CONTENT

CHAPTER ONE

1:0 Introductions
1:1 Definition of key concepts used in archival mgt
1:2 Interpretations of archives
1:2:1 Archives the records
1:2:2 Archives the building
1:2:3 Archives the program

CHAPTER TWO

2:0 Arrangements of archival materials
2:1 Introduction
2:1 procedures to follow
2:2 Types of archives
2:3 Security & disaster planning for archives
2:4 Descriptions of archives
2:5 Grinding tools used in archives management
2:6 Archival appraisals
2:7 Dangers to archival materials
2:8 accessioning of archives

CHAPTER THREE

3:0 Conservation of archives
3:1 Introduction

3:2 methods of conserving archives
3:3 Preservation of archives
3:4 Causes of deterioration of archival materials

CHAPTER FOUR

4:0 Design of archival building

4:1 Introduction
4:2 How the archival building should appear.
4:3 Collection of archival building
4:4 Sources of material for archival collection
4:5 Importance's of archives
4:6 Relationships between archives and records

CHAPTER FIVE

5:0 Records centre

5:1 Introduction
5:2 what is records centre?
5:3 How do you use the records?
5:4 Who is responsible person?
5:5 Responsibilities of records centre.
5:6 An authorized person records center
5:7 Procedures of using the records centre
5:8:1 Retrievals
5:8:2 Pickups
5:8:3 Empty boxes
5:8:4 New in coming boxes

CHAPTER SIX

6:0 Guide lines for new in coming boxes.

6:1 Introductions.
6:2 Records transfer sheets
6:3 Back up storage & rotation.
6:4 Dispositions.
6:5 Final dispositions.
6:6 Final disposition policies.
6:7 University archives.
6:8 Destruction of archives.
6:9 File purging.
6:10 Permanent records.

CHAPTER SEVEN

7:0 University archives

7:1 Introduction.
7:2 Purpose of university archives.
7:3 University archives transfer guide lines
7:4 Transfer guide lines for personal papers of faculty and staff
7:5 Transfer guidelines for records of students and faculty
7:6 Staff organization

MODE OF DELIVERY

The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.

There will be the final examination in the last two weeks of the semester.

REFERENCE BOOKS

1 Brigham young university (2008), records management hand book.

2 Jacob Niyi Omotosho (1998) introductions to archival management.

3 Coulson J.(1994) .Records a management hand book. England: Gower pub ltd.

4 Kallaus, Norman &Mina Johnson. (1992).Records management. Ohio.South western publishing co.

5 Steward, Jeffrey and males' co, Nancy. (2004)Professional records and information management. U.S.A:Mc Graw –Hill Inc.

6 Robek M&stephens (2002) Information and records management.4th and U.S.A: Mc Graw-Hill Inc

7 Wallace Patricia (et al) .(1987) .Records management: Integrated information systems.2nd ed Canada: John Wiley & Inc

8 Saleemi ,N (2001) .Office organization and practice simplified .2nd ed.kenya:N-A saleemi

24.2 RECORDS ORGANISATION AND PROCESSING

COURSE CODE: **DRM 1202**

CREDIT UNITS **03**

CONTACT HOURS **45**

COURSE DESCRIPTION

Offices receive a variety of different paper records from different paper records from different organization of which records they need attention to maintain to stay for a long time. This can be achieved when a records officer subjects all received records to good record management practices hence therefore this course introduces students to good records management**.**

LEARNING OUT COMES

By the end of this course, a learner will be able to organize and process records in different records centers.

OBJECTIVES

By the end of this course the learner will be able to;

1. Understand the procedures followed when organizing records.
2. Identify the common filing systems and how they are a applied.
3. Determine the classification of different categories of records in the organization

CHAPTER ONE

1.0 Introduction

1.1 Definitions key concepts
1.2 Non records materials
1.3 Special records
1.4 Records transfer sheet
1.5 Design of records transfer sheet
1.6 Importance of records transfer sheet.

CHAPTER TWO

2.0 Stages in managing records
2.1 Introduction
2.2 Active records
2.3 Ways of improving active records.
2.4 Semi-active records.
2.5 Inactive records.

CHAPTER THREE

3.0 Classification of records
3.1 Introduction
3.2 Vital records
3.3 Importance of records.
3.4 Useful records
3.5 Non useful records.
3.6 Lifecycle of records.

CHAPTER FOUR

4.0 Filing
4.1 Filing procedures
4.2 Objectives of filing
4.3 Factors which influence filing
4.4 Stapes in instituting filing systems
4.5 Information about the document to be filed

CHAPTER FIVE

5.0 Using manual filing system
5.1 Introduction
5.2. Classifying correspondence.
5.3 Organizing incoming records.
5.4 Setting up file drawers in a normal system.
5.5 Organizing guide and folders.

CHAPTER SIX

6.0 Card records
6.1 Introduction
6.2 Advantages of card records
6.3 Disadvantages of card records
6.4 The purpose of card records
6.5 Types of card files
6.6 Business forms
6.7 Types of information recorded on form
6.8 Purpose of business form
6.9 Means of processing information

CHAPTER SEVEN

7.0 Registry
7.1 Introduction
7.2 Function
7.3 Function of registry
7.4 Essential registry duties
7.5 Registry procedures.
7.6 Types of registries

CHAPTER EIGHT

8.0 Indexing services
8.1 Introduction
8.2 Objectives of indexing services.
8.3 Importance of indexing records
8.4 Principles of indexing.
8.5 Types of index.
8.6 Methods of indexing
8.7 Criteria for evaluation of an index.

CHAPTER NINE

9.0 Abstracting services.
9.1 Introduction.
9.2 Objectives of abstracting services
9.3 Types of abstracts.
9.4 Importance of abstracting services.

9.5 Evaluation of an abstract.

MODE OF DELIVERY

The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCE BOOOKS

1 Jeffrey R Steward (1989),Records and Database management, 4th Edition.
2 Krishan Kumar, (2001), Library manual
3 Krishan kumar, (2000) Reference services, 5th Edition.

24.3 LEGAL ASPECTS AND RECORDS MANAGEMENT

COURSE CODE: **DRM 1203**

CREDIT UNITS **03**

CONTACT HOURS **45**

COURSE DESCRIPTION
This course introduces the learner to records professional legal codes of conduct, ethics and integrity of records managers.

LEARNING OUTCOMES
By the end of this course the learner will be able to understand legal deposit law in information work

OBJECTIVES OF THE COURSE
By the end of this course, a learner should be able to;
1. Understand various types of laws
2. Acquire information in profession ethics
3. Identify the classification of records

COURSE CONTENT

CHARPTER ONE
1.0 Introduction.
1.1 Uganda legal system.
1.2 Aims/ bodies of the government.
1.3 Roles played by bodies of the government.
1.4 Institutions that supports bodies of government in performing their roles.

CHARPTER TWO
2.0 Laws
2.1 Definitions of terms related to law.
2.2 Types of laws.
2.3 How a bill become a law
2.4 Selected laws related to library and information science profession.

CHARPTER THREE
3.0 Censorship and professional ethics.
3.1 Introduction to censorship.
3.2 Reasons for why the information is censored.
3.3 Definition of terms related to professional ethics.

CHARPTR FOUR
4.0 Records and its management.
4.1 Definition of key terms.
4.1.1 A record
4.1.2 Record keeping.
4.1.3 Records management.
4.2 Uses of records.
4.3 Importance of records management.
4.4 Records life cycle.
4.5 Characteristics of records.
4.6 Records management stages.
4.7 Causes for the loss of organization's records.

4.8 Solutions for the causes of organization's records.
4.9 Organization procedures of managing record
4.10 Legal and regulatory flame work of managing records.

CHARPTER FIVE

5.0 Records evidence criteria.

5.1 Date of creation.
5.2 Address.
5.3 Subject.
5.4 Signature.
5.5 Search.
5.6 Reference.
5.7 Logo
5.8 Serial number of receipts.

CHARPTER SIX

6.0 Classification of organization's records.

6.1 Vital records
6.2 Important records.
6.3 Useful records.
6.4 Non essential papers.

CHARPTER SEVEN

7.0 Categories of personal records.

7.1 Financial records.
7.2 Personal documents.
7.3 Ownership documents.
7.4 Educational documents.
7.5 Miscellaneous documents.

MODE OF DELIVERY

The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFFERENCE BOOKS

1 Constitution of Uganda of 1995
2 Coulson J. (1994). Records a management hand book. England: Gower pub ltd.
3 Kallaus, Norman & Mina Johnson. (1992). Records management. Ohio. South western publishing co.
4 Steward, Jeffrey and Males co, Nancy. (2004)Professional records and information management. U.S.A: Mc Graw –Hill Inc.
5 Robek M & Stephens (2002) Information and records management.4th and U.S.A: Mc Graw-Hill Inc
6 Wallace Patricia (et al) .(1987) .Records management: Integrated information systems.2nd Edition Canada: John Willey & Inc
7 Jimmy B, (2013) Basic principles of records management& its correspondences A good foundation to records management

24.4 MANAGEMENT OF FINANCIAL RECORDS

COURSE CODE: **DRM 1204**

CREDIT UNITS **04**

CONTACT HOURS **60**

COURSE DESCRIPTION
This course introduces the learner to the general accounting concepts and general financial records management practices.

LEARNING OUTCOMES
By end of this course, a learner will understand the value of financial records in the organization.

OBJECTIVES OF THE COURSE
By the end of this course, a student should be able to;
1. Acquire knowledge and skills in the management of financial records
2. Understand the concepts used in financial records management
3. Identify financial records management systems

COURSE CONTENT

CHAPTER ONE
1.0 Introduction
1.1 Definition of concepts
1.2 Accounting
1.3 Accountability
1.4 Auditing
1.5 Liabilities
1.6 Assets
1.7 Expenditure
1.8 Revenue income

CHAPTER TWO
2.0 Management of financial records
2.1 Introduction
2.2 Objectives
2.3 Importance of financial records
2.4 Stake holders in financial records mgt
2.5 High level stakeholders in financial records mgt
2.6 Operation stakeholders

CHAPTER THREE
3.0 Financial mgt systems
3.1 Introduction
3.2 Financial records control systems
3.3 Key objectives of control and access
3.4 Scheduling and retention
3.5 Transfer
3.6 Disposition or distraction

CHAPTER FOUR

4.0 General principles of financial records mgt

4.1 Introduction

4.2 Criteria for an electronic financial records mgt system

4.3 Factors that may affect mgt of records over time

MODE OF DELIVERY

The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.

There will be the final examination in the last two weeks of the semester.

REFERENCES

1. Coulson J. (1994) .Records a management hand book. England: Gower pub ltd.
2. Kallaus, Norman &Mina Johnson. (1992).Records management. Ohio. South western publishing co.
3. Steward, Jeffrey and Males co, Nancy. (2004)Professional records and information management. U.S.A: Mc Graw –Hill Inc.
4. Robek M & Stephens (2002) Information and records management.4th Edition and U.S.A: Mc Graw-Hill Inc
5. Wallace Patricia (et al) .(1987) .Records management: Integrated information systems.2nd Edition Canada: John Willey & Inc
6. Saleemi ,N (2001) .Office organization and practice simplified .2nd Edition

24.5 COMMUNICATION SKILLS

Course Code **DRM 1205**

Credit Units **04**

Contact Hours **60**

COURSE DESCRIPTION
This course introduces students to the basics of communication especially the desirable communication skills that help students in the world of work.

LEARNING OUTCOMES
By the end of this course, students should be able to communicate effectively to teammates and the public.

OBJECTIVES OF THE COURSE
By the end of this course the student should be able to:
1. Demonstrate the ability to communicate efficiently and effectively
2. Deal with correspondences and other writings at a supervisory level
3. Understand the meaning of communication and how it relates to other management functions.
4. Use of both verbal and non-verbal communication
5. Acquire public presentation skills
6. Acquire writing skills of business letters, memos and minutes of a meeting.

COURSE CONTENT

CHAPTER ONE
1.0. Grammar and vocabulary
1.1. Parts of speech
1.2. Tenses
1.3. Simple and Compound Sentences
1.4. Punctuation
1.5. Direct and Indirect Speech
1.6. Prefixes and suffixes
1.7. Correction of grammatical errors

CHAPTER TWO
2.0 Comprehension
2.1 Summary writing
2.2 Written and oral deduction of summons from given prose passage
2.3 Diction
2.4 Answering questions about the passage

CHAPTER THREE
3.0 Introduction
3.1 Meaning of communication
3.2 The communication process and its elements
3.3 Importance of communication
3.4 Types of communication; oral, verbal and non-verbal etc.
3.5 Barriers to communication
3.6 Remedies to barriers of communication
3.7 Principles of business communication

CHAPTER FOUR

4.0 Organizational communication

4.1 Introduction
4.2 Communication structures
4.3 Communication networks
4.4 Channels of communication
4.4.1 Downward channels and Upward channels
4.4.3 Horizontal communication
4.4.4 Grape vine communication
4.4.5 Diagonal communication

CHAPTER FIVE

5.0 Written communication

5.1 Introduction
5.2 Advantages and disadvantages of written communication
5.3 Business letter writing; CV writing, Application letter writing, requisition writing, apology writing, memo writing, delegation letters, official circulars, recommendation letters and notices
5.3.1 Parts of the business letter, types/formats of letters

CHAPTER SIX

6.0 Report writing

6.1 Definition of a report
6.2 Importance of reports
6.3 Types of reports
6.4 Limitations of reports in organizations and solutions

CHAPTER SEVEN

7.0 Oral communication

7.1 Introduction
7.2 Advantages and disadvantages of oral communication
7.3 Listening
7.3.1 Meaning of listening
7.3.2 Listening process
7.3.3 Types of listening
7.3.4 Preparation for listening
7.3.5 Importance of listening
7.3.6 Listening skills
7.3.7 Barriers to effective listening
7.4 Public speaking
7.4.1 Types of public speaking
7.4.2 Preparation/principles
7.4.3 Stage flight
7.5 Negotiating
7.6 Telephones
7.6.1 How to use a telephone
7.6.2 Advantages and disadvantages of telephones

CHAPTER EIGHT

8.0 Non-verbal communication

8.1 Meaning of non verbal communication
8.2 Relationship between verbal and non verbal communication
8.3 Importance of non verbal communication
8.4 Divisions of non verbal communication
8.4.1 Social

8.4.2 Physical (gestures, facial, expression, eyes etc)
8.4.3 Environment; room design, Buildings etc
8.5 Problems of non verbal communication and their suggested solutions

CHAPTER NINE
9.0 **Meetings**
9.1 Meaning of meetings
9.2 Types of meetings
9.3 Preparation for meetings
9.4 Documents and terminologies used in meetings.
9.5 Notices, Agenda, minutes etc
9.6 Roles of different personnel
9.7 Advantages and disadvantages of meetings
9.8 Committees
9.9 Formation and types of committees
9.10 Advantages and disadvantages of committees
9.11 Handling committee business

CHAPTER TEN
10.0 Interviews
10.1 Definition of interviews
10.2.1 Parties involved in the interview
10.2.2 Roles of different parties involved in the interview
10.3 Methods or types of interviews

CHAPTER ELEVEN
11.0 Practical participation
11.1 Use of aids in:-
11.1.1 Oral presentation
11.1.2 Meetings
11.1.3 Interviews and committee sittings

CHAPTER TWELEVE
12.0 Advertising
12.1 Definition of advertising
12.2 How to design an advert
12.3 Modes of advertising (radio, newspapers, magazines, internet, signposts etc.)

MODE OF DELIVERY
The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE
This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCES

1. G J.BWaswaBalumywa, Getting the message around
2. J.S. Chandan Management, concepts and strategies
3. Chester L. Wolford and Vanneman E. (1983) Business Communications Edward Arnold, London
4. Little P. (1996) Communication in business Pitman Publishing, London
5. Mable Komunda, Business Communication skills

24.6 COMPUTER APPLICATIONS II

COURSE CODE **DRM 1206**

CREDIT UNITS **03**

CONTACT HOURS **45**

COURSE DESCRIPTION

This course enables students to acquire basic knowledge and skills in MS Access, MS Power Point and Internet.

LEARNING OUTCOMES

At the end of this course, Students should l be able to:

1. Create databases using Microsoft Access.
2. Make presentations using Microsoft Power point
3. Use search engines to obtain academic and other information

OBJECTIVES

By the end of this course learners should be able to:

6. Identify the different Applications within an Office environment
7. Acquire skills in basic computer software applications and apply them in various business situations in order to facilitate the information management function.
8. Appreciate computer applications in business through hands on
9. Demonstrate the ability to use the common software applications of Microsoft Word, and Microsoft Excel
10. Produce business documents and data analysis and models applicable to business environment

COURSE CONTENT

CHAPTER ONE

1.1 Basic concepts and startup procedures
1.2 Introduction to practical computing
1.3 Connecting computer parts (CPU, Monitor, Mouse, Key board)
1.3 Windows Operating Systems Commands
1.4 Booting the computer
1.5 Using the mouse
1.6 Managing the user interface
1.7 Introduction to Windows programmes

CHAPER TWO

2.0 Word Processing (Document production with MS word)
2.1 Starting Ms Word
2.2 Creating documents
2.3 Looking at and using tool bars
2.4 Entering data
2.5 texts formatting
2.6 page formatting
2.7 Document formatting

2.8 Creating tables
2.9 Sorting and filtering data (plain text and tabulated text)
2.10 Graphics
2.11 printing
2.12 practice assignments

CHAPTER THREE
3.0 Spreadsheets (Microsoft Excel)
3.1 Starting Ms Excel
3.2 Excel tool bars
3.4 Managing workbooks and worksheets
3.5 Entering data and its formatting
3.6 Performing formulae, errors and their corrections
3.7 Calculating using functions
3.8 Sorting and filtering data
3.9 Using Graphs
3.10 Printing
3.11 Practice assignments

MODE OF DELIVERY
The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE
This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCES

1. Kathy Ivens and Thomas Barich(1997), How to use Microsoft Office' 97, Ziff-Davis press
2. Whitecomb A and Brown B, Key boarding and Document production, Stanley Thornes, **Chem.: emam**
3. E.S. Waburoko(200), An introduction to information technology, Department to Distance Learning, Edsoft Computer Institute
4. Teach yourself Microsoft Excel 97 in 24 Hours by Linda Jones and Reul L. Hernadez by S: MS
5. Hernandez cy SAW Publishing
6. Keneth C. and Laudon J.P: Essentials of Management Information Systems; 3rd Edition Prentice Hall, New Jersey, 1999
7. Elliot G. and Starkings:Business Information Technology, Theory and Practice; Addison Wesley, Longman, London and New York, 1998
8. Olive and Chapman; Data Processing and Information Technology, DP Publications
9. Christopher Barnatt (1996): Management Strategy; ND Information Technology; International Thomson Business Press.

24.7 RECORDS MANAGEMENT PROJECT II

COURSE CODE **DRM 1207**

CREDIT UNIT **05**

CONTACT HOURS **75**

PROJECT DESCRIPTION
This course is to enable a learner to cement his/her practical skills in archival management, documentation work, records organization, management of financial and legal aspects of records management.

PROJECT OUTPUTS
By the end of this course the learner, shall be able to put theory into practice.

OBJECTIVES OF THE PROJECT
By the end of this course, a student should be able to;
1. Understand archival accessioning procedures.
2. Operate reprographic materials
3. Preserve and conservation records.

PROJECT ACTIVITIES

CHAPTER ONE

Archival management projects
1.0 Accessioning of archives
1.1 Archival appraisal.
1.2 Arrangement of archives
1.3 Preservation of archival materials
1.4 Use archival lab materials
1.5 Spray of achieves.

CHAPTER TWO

Documentation work & information services project
2.1 Prepare bibliographic list of given and articles of periods available
2.2.1 Make an index list of periodicals given
2.2.2 Design an abstract of Manual records available
2.3 Procedures of preparing a National Bibliography

CHAPTER THREE

Records organization &process project
3.0 Design a registry room with all its common sections indicating different kinds of records kept in the above mentioned section
3.1 Design index guide for records users

CHAPTER FOUR

Management of financial records project

4.0 Prepare record stock taking procedures
4.1 Prepare and audit report after stock verification

4.2 A suitable system for managing financial records

CHAPTER FIVE

5.0 Legal & policy aspects of records management project.
5.1 Design records legal procedures in the registry

CHAPTER SIX

6.0 Information Technology II Project
6.1 Installation of OPAC (online Public Access)
6.2 Installation of records software (KOHA)

CHAPTER SEVEN

7.0 Innovation: Student's self initiated project relevant to the programme.

MODE OF DELIVERY

The mode of delivery will include; Lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit shall be assessed out of 100 marks as follows:

Project Assessment 1	20%
Project Assessment 2	20%
Student's Personal Innovation	20%
Project Assessment 4	40%
Total	**100%**

The marks will be converted into Grade points.

24.8 FIELD WORK

Course Code **DRM 1208**

Credit units 05

Contact hours 75

COURSE DESCRIPTION

This course enables students to transform the knowledge and skills obtained in class into real practical job performance.

LEARNING OUTCOMES

By the end of this course the student will acquire the skills of working with others in a given organization and put into practice what was studied in class.

OBJECTIVES OF THE COURSE

By the end of the course students should be able to:
1. Familiarize themselves with workplace environment
2. Translate what was learnt in class into real life situation
3. Acquire more job competences.
4. Market themselves to prospective employers through demonstration of skills.

SYLLABUS CONTENT

1. Intern orientation to the workplace
2. Planning, identifying and scheduling of industrial training tasks and activities
3. Working under the guidance of the industrial training organization supervisor
4. Visitation by the training institution supervisor to share the experiences and challenges facing the intern.

MODE OF DELIVERY

The method of instruction shall include; practice, demonstration and supervision.

ASSESSMENT OF THE COURSE

This course unit shall be assessed out of 100 marks as follows;

Industrial Training

1. Training institution supervisor	10%
2. Workplace supervisor's assessment	30%
3. Intern's report	30%
Subtotal	**70%**
Study Tours	**30%**
Total	**100%**

The marks will be converted to grade points.

25.0 YEAR TWO SEMESTER ONE

25.1 MANAGEMENT OF ELECTRONIC RECORDS

COURSE CODE: **DRM 2101**

CREDIT UNITS **04**

CONTACT HOURS **60**

COURSE DESCRIPTION

This course introduces learners to deal with electronic records. The course introduces the learner to types of electronic records, ways of preserving electronic records.

LEARNING OUTCOMES

The learner should be able to manage computerized records and design computerized system of managing digital records

OBJECTIVES OF THE COURSE

By the of this course, a student should be able to;

1. Understand the theoretical and practical part of managing electronic records.
2. Relate the theory and practical
3. Equip the student with necessary skills for the management of electronic records.
4. Understand the dangers of electronic records.

COURSE CONTENT

CHAPTER ONE

1.0 Electronic records

1.1. Definition of key concepts
1.2. Electronic records management
1.3. Content
1.4. Context
1.5. Electronic document
1.6. Electronic information system
1.7. Electronic records keeping system
1.8 Meta data
1.9 Migration
1.10. Non records material
1.11. Official records
1.12. Record series
1.13. Structure
1.14. Vital records
1.15. Retention schedule
1.16. Disposition
1.17. Discovery
1.18. Conversion
1.19. Access
1.20. Authenticity
1.21. The need for the management of computerized electronic records
1.22. Benefits of electronic records
1.23. Challenges of electronic records

CHAPTER TWO

2.0. Managing electronic records

2.1. Introduction
2.2. Basic steps

2.3. Identity records
2.4. Evaluate and assign retention
2.5. Storage and management
2.6. Electronic records back up
2.7. Records disposal
2.8 Final disposition
2.9. Permanent electronic records
2.10. Conversion
2.11. Migration

CHAPTER THREE

3.0. E-mail management

3.1. Introduction
3.2. E-mail procedures
3.3. Incoming E-mail
3.4. Outgoing E-mail
3.5. Legal issues in E-mail management
3.6. Retention of e-mail messages
3.7. Types of E-mails
3.8. E-mail storage and preservation
3.9 Advantages and disadvantages of E-mail

CHAPTER FOUR

4.0. Computer systems

4.1. Introduction
4.2. Components of computer system
4.3. Functions of tasks supported by computerized records management
4.4. Operation system and application software

CHAPTER FIVE

5.0. **Selection of hard ware**

5.1. Factors to consider when selecting hardware
5.2. Organization factor
5.3. Management issues
5.4. Technical specification
5.5. Formats of electronic records
5.6. Characteristics of electronic records

CHAPTER FIVE

6.0. Electronic filing system

6.1. Definition of electronic filing systems
6.2. Principles of file naming in electronic records
6.3. Good electronic record keeping principles
6.4. Trends or change in electronic records

CHAPTER SEVEN

7.0. Creating electronic records systems

7.1. Introduction
7.2. Written procedures /training
7.3. P.C directories and sub-directories (personal computers)
7.4. Names of a file conversion of PC directories and documents.

CHAPTER EIGHT

8.0. Using electronic records systems

8.1. Legal status
8.2. Authentroation
8.3. Admissibility

8.4. Open records
8.5. Access to open electronic records
8.6. Confidentiality
8.7. Electronic or digital structure
8.8. System documentation and Meta data
8.9. Migration
8.10. Selection of electronic storage media

CHAPTER NINE

9.0 Maintenance and disposition of electronic records

9.1. Electric media care
9.2. Precaution measures
9.3. Disposition of electronic records
9.4. The state archives role in preserving electronic records

CHAPTER TEN

10.0. Establishing records management programme

10.1. Inventory
10.2. System approach
10.3. Retention of electronic records

CHAPTER ELEVEN

11.0 Security of electronic records

11.1. Access
11.2. Validation

CHAPTER TWELVE

12.0. FILES MANAGEMENT

12.1. Introduction
12.2. Why implement filing systems?
12.3. Reasons to improve your filing system
12.4. Uniform filing system
12.5. Advantages of using uniform filing system
12.6. How to convert the files to UFS

MODE OF DELIVERY

The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCE

1. Terry cooks. Electronic records
2. Paper minds. The resolution in information
3. Management and archives in the post custodial and post modernize era archives and manuscript 22 (November 1994) 302
4. Brigham young university (2008), records management hand book

25.2 DATABASE MANAGEMENT SYSTEM

COURSE CODE **DRM 2102**

CREDIT UNITS **03**

CONTACT HOURS **45**

COURSE DESCRIPTION
This course is to introduce a learner to different types of record entities, records data base, automated charging and discharging of records.

LEARNING OUT COMES
A learner shall be able to design any organizational database containing all necessary information for records purposes

OBJECTIVES OF THE COURSE
By the end of this course, the learner should be able to;
1. Give the background for the evolution of database (management) systems
2. Develop good database applications

CHAPTER ONE
1.0 Introduction to Databases
1.1 File-Based systems and its limitations
1.2 Database Approach
1.3 Roles in a database approach
1.4 Database models

CHAPTER TWO
2.0 Database environment
2.1 Three-level database architecture
2.2 Data Independence
2.3 Three-level database architecture

CHAPTER THREE
3.0 **Database Life cycle**
3.1 Planning
3.2 Design
3.3 Administration

CHAPTER FOUR
4.0 Conceptional Database Design
4.1 Entity relationship modeling (ERD) chapter
4.2 Enhanced entity Relationship Modeling (EERD) chapter
4.3 Specialization
4.4 Generalization
4.5 Aggregation

CHAPTER FIVE
5.0 Normalization
5.1 Ist normal form
5.2 2nd normal form

5.3 3rd normal form
5.4 De-normalization

CHAPTER SIX
6.0 Microsoft Access
6.1 Creating of Tables
6.2 Queries
6.3 Relationships

MODE OF DELIVERY
The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE
This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCES

1. Connolly T., Begg C. 2002. Database Systems: A Practical Approach to Design, Implementation and Management. USA: Pearson Education Limited.
2. Silberschatz A., Korth H. F. and Sudarshan. 2002. Database Systems Concepts, 4th Edition. New York: McGraw-Hill.

25.3 OFFICE MANAGEMENT

COURSE CODE **DRM 2103**

CREDIT UNITS **04**

CONTACT HOURS 60

COURSE DESCRIPTION
This course introduces the learner to office environment, equipment and organization in addition to control of office records.

LEARNING OUT COMES
By the end of this course the learner will acquire the knowledge and skills of effective and efficient management of the organization's offices through the use and maintenance of office machinery, use of appropriate stationery and supervise the subordinates.

OBJECTIVES OF THE COURSE
By the end of this course, the learner should be able to;
1. Organize and manage an office
2. Supervise subordinate staff
3. Use and maintain office equipment

COURSE CONTENT

CHAPTER ONE
1.0 Introduction – Office management
1.1 Office organization,
1.2 Office practice,
1.3 Objectiveness of business,
1.4 Principles of Organization,
1.5 Forms of organization,
1.6 Functions of management

CHAPTER TWO
2.0 The office and office management
2.1 Functions of an office
2.2 Office management, the office staff, qualities of an office worker

CHAPTER THREE
3.0 Office premises and environment
3.1 The office site
3.2 Office layout
3.3 Office landscaping, Partitioned or private office
3.4 Working environment

CHAPTER FOUR
4.0 Reception
4.1 The reception office

4.2 Importance of the reception office, location of the reception office, Layout of the Reception office, the work of the receptionist, qualities of receptionist, reception Procedure.

CHAPTER FIVE

5.0 **The telephone and switch board**

5.1 Telephone as a task of communication

5.2 Telephone services, Telephone messages, passing services, telex, E- mail, fax,

5.3 Teleconferencing

CHAPTER SIX

6.0 **Office services and procedures**

6.1 Centralization of office services

6.2 Typing pool

6.3 Office Manuals.

6.4 Mail management

CHAPTER SEVEN

1.0 Records management and filing

7.1 Definition of filing

7.2 Types of filing

7.3 Methods of filing

7.4 Filing equipments, filing cabinets, indexing, cross Reference, Micro filing

7.5 Records management,

7.6 Classification of information

7.7 Stock records and control

7.8 Wages records and control

7.9 Prevention of fraud

7.10 Cash management –Petty cash

7.11 Control of forms, documents and literature

CHAPTER EIGHT

8.0 Office stationery and forms

8.1 Purchasing system in firms,

8.2 Bin card,

8.3 Receipt of stationery,

8.4 Continuous stationery

8.5 Office forms and design of forms,

8.6 Reprographic services

CHAPTER NINE

9.0 Office machines and equipments

9.1 Advantages of office machines, factors to consider when buying machines, common

9.2 Machines used in general office

9.3 Safe guards, security personnel and protective weal

CHAPTER TEN

10.0 **Office furniture**

10.1 Basic principles in selecting the furniture

10.2 Types of furniture

CHAPTER ELEVEN

1.1 Work simplification and office control

11.1 Objectives of work simplification, guidelines of office simplification, steps

11.2 In planning for improvement of procedures and methods, office cost control O and M (organization and methods)

CHAPTER TWELVE

12.0 Agency Services

12.1 NSSF-National Social security fund

12.2 NHIF- National Health Insurance Fund

12.3 General insurance services

12.4 Trade unions

12.5 General Post office and similar organizations

12.6 Employer's Unions

MODE OF DELIVERY

The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.

There will be the final examination in the last two weeks of the semester.

REFERENCES

1. N.A Saleemi 1997 Office Organization and Practice Simplified
2. Harrison J 1990 Office Practice Second Edition. Pitman Publishing, London
3. Shaw Josephine 1980 Office Management 5th Edition, Macdonald Evans Ltd Pitman Publishing, London
4. Arora S.P. 1980 Office Organization and Management, Vikas Publishing house PVT Ltd , London

25.4 REFRENCE SERVICES

COURSE CODE: **DRM 2101**

CREDIT UNITS **03**

CONTACT HOURS **45**

Course description
This course introduces the learner to reference services, circulation services, and types of reference information materials, concepts of information services as well as organization of the reference section.

LEARNING OUT COMES
A learner should be able to offer effective reference services to users in need and evaluate the need for reference services in records management services.

OBJECTIVES OF THE COURSE
By the end of this course unit the learner should be able to:

1. Identify the kinds and nature of reference service in different types of libraries; identify kinds of reference services i.e. basic service s, services performed usually, and services performed sometimes.
2. Understand the categories of library users i.e. users and won users of the library.
3. Understand the different between reference service and information sources; identify the different sources of information.
4. Understand who a reference librarian is, duties of a reference librarian, qualities and professional code of conducts of a reference librarian

COURSE CONTENT

CHAPTER ONE
1.0 Reference services
1.1 Introduction to reference services
1.2 Concept of reference services
1.3 Early libraries
1.4 Modern libraries
1.5 Need for a human agency
1.6 Reference section
1.7 Reference book
1.8 Reference librarian
1.9 Impact of reference services.
1.10 Kinds of reference services
1.11 Nature of reference services

CHAPTER TWO
2.0 Users and non-users
2.1 Introduction to users and non- users.
2.2 Categories of library users.
2.3 Importance of information.
2.4 Ascertained information about library users needs.
2.5 Non-users of reference service

CHAPTER THREE

3.0 User Education methods and evaluation

3.1 Introduction to users education
3.2 Developments of users education
3.3 Library orientation
3.4 Bibliographic instructions
3.5 User awareness.
3.6 Interest profiling
3.7 Components
3.8 Goals and objectives
3.9 Programme/courses
3.10 Methods of instructions to library users
3.11 Evaluation methods of users education
3.12 Library personnel

CHAPTER FOUR

4.0 Orientation of a fresh Man/Woman

4.1 Introduction
4.2 Need for library orientation
4.3 Orientation Programme

CHAPTER FIVE

5.0 Ready reference and long-range reference service

5.1 Introduction /definition
5.2 Ready reference service
5.3 Long range reference service
5.4 Ready reference service versus long range reference service

CHAPTER SIX

6.0 Mechanics of compiling and arranging Bibliography

6.1 Introduction
6.2 Who should undertake compilation
6.3 Sample entries from applied science and technology idea.
6.4 Search for documents
6.5 Selection of the items to be included in a bibliography
6.6 How to enter information
6.7 Form of presentation of bibliography

CHAPTER SEVEN

7.0 **Information service**

7.1 Introduction and definition
7.2 Growth of literature
7.3 Origin of information services
7.4 Concept of information services
7.5 Information services versus reference services
7.6 Information officer
7.7 Current awareness services
7.8 Selective dissemination of information

CHAPTER EIGHT

8.0 Sources of information

8.1 Introduction

8.2 Primary source
8.3 Secondary source
8.4 Non-documentary sources

CHAPTER NINE
9.0 Organization of a reference section
9.1 Introduction
9.2 Qualities of a reference librarian
9.3 Roles of a reference librarian
9.4 Organization pattern of reference section.
9.5 Organization of work in reference section
9.6 Library education and training
9.7 Location of reference section in the library
9.8 Types of reference services i.e. basic services.
9.9 Equipment and materials required in reference section.
9.10 Evaluation of reference service

MODE OF DELIVERY
The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE
This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCE

1. Kumar K (1982), theory of cataloguing 4th edition, New Delhi. Vikas publishing house PVT limited.
2. Kumar K (2009) library manual 2nd edition, new Delhi, Vikas publishing house PVT limited
3. Horner J. (1970), cataloguing, London association of librarians
4. Jolly L (1960), principles of cataloguing , London : Lockwood
5. Margret M. (1943), introduction to cataloguing and classification of books 2nd edition, Chicago, American library

25.5 RESEACH METHODS

Course code **DRM 2106**

Credit units **04**

Contact hours **60**

COURSE DESCRIPTION
This course was designed in order to introduce the aspiring record officers (students) to the methods of data collection, different types of research, how to design a research problem as well as data analysis.

LEARNING OUT COMES
A learner shall be able to collect data about records user's need analyze and draw the conclusions

OBJECTIVES OF THE COURSE
By the end of this course the learner should be able to:
1. Understand the concepts and importance of research
2. Identify and develop a research problem
3. Set research objectives
4. Demonstrate the understanding of different research designs
5. write a research proposal
6. Carryout research and produce a research report

COURSE CONTENT

CHAPTER ONE
1.0 I**ntroduction**
1.1 Meaning
1.2 Types of research
1.3 Importance of research
1.4 APA styles in research

CHAPTER TWO
2.0 **Research process**
2.1 Introduction to problem
2.2 Preparing for research
2.3 Identifying the problem
2.4 Stating research problem
2.5 Setting objectives, research questions & Hypothesis

CHAPTER THREE
3.0 **Literature review**
3.1 Meaning and purpose of literature review
3.2 Sources of literature
3.3 Collecting relevant materials
3.4 Referencing

CHAPTER FOUR
4.0 **Research design**

4.1 Definition
4.2 Types of research design

CHAPTER FIVE
5. 0 detailed **components of research proposal**
5.1 Preliminary Information
5.2.1 Chapter one
Back ground of the study
- ❖ Problem statement
- ❖ Purpose of the study
- ❖ Research objectives
- ❖ Research questions
- ❖ Scope of the study
- ❖ Significance of the study

5.3 Chapter two
- ❖ Literature Review
- ❖ Sources
- ❖ Presentation

5.4 Chapter three
- ❖ Methodology
- ❖ Research design
- ❖ Sources of data
- ❖ Data collection Techniques
- ❖ Data analysis methods
- ❖ Limitations of the study

5.5 References
5.6 Appendixes
- ❖ Work plan
- ❖ Budget
- ❖ Research instruments -Questionnaire, Interview guide etc
- ❖ Introductory letter

CHAPTER SIX
6.0 **Data collection**
6.1 Sources of data- Primary and secondary sources
6.2 Critique of the primary and secondary sources of data
6.3 Data collection techniques
6.4 Critique of the data collection techniques
6.5 Decision of the best method of data collection

CHAPTER SEVEN
7.**0 Sampling of data**
7.1 Rationale for sampling
7.2 Applicability of sampling
7.3 Types of sampling
7.4 Limitations of sampling

CHAPTER EIGHT
8.0 **Data analysis**
8.1 Data handling
8.2 Data processing
8.3 Data presentation
8.4 Analyzing the data

8.5 Data Interpretation
8.6 Reporting

CHAPTER NINE
9.0 The research report
9.1 Consider components of the research proposal in chapter Five above
9.2 Research Chapter Four
9.2.1 Presentation of Data
9.3 Chapter Five
9.3.1 Analysis, Interpretation, Conclusion and Recommendations
9.4 References
9.5 Appendixes
9.6 Work plan
9.7 Budget
9.8 Research instruments- Questionnaire, Interview guides etc
9.9 Introductory letter

MODE OF DELIVERY
The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE
This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCES

1. Research Methodology by Kothari
2. Research methods for business by Uma Swellarana
3. Hans R. (1992) Theory and practice of social research. New Delhi, Surjeet Publications
4. Cooper R. Donald, and Pamella S. Schindler, Business Research Methods
5. Internet Research Materials.

25.6 LIBRARY SOFTWARE

COURSE CODE **DRM 2106**

CREDIT UNIT **03**

CONTACT HOURS **45**

COURSE DESCRIPTION
This course introduces students to the creative designing of different publications and documents using computer graphics software applications like Corel draw graphics, Adobe Illustrator, Adobe In-design, Adobe PageMaker, etc. to design certificates of merit, invitation cards, labels, etc.

LEARNING OUTCOMES
By the end of this course the students will acquire the skills of using graphic software applications in Adobe PageMaker, Adobe InDesign, Adobe Illustrator, Adobe Photoshop and CorelDraw, to design certificates, cards for wedding, invitation, success, banners and other documents and publications needed.

OBJECTIVES OF THE COURSE
By the end of this course, the student will be able to;
1. Use graphics software applications under the adobe family
2. Use navigate application windows
3. Design graphic publications

SYLLABUS CONTENT

CHAPTER ONE
1.0 Looking at the work area
1.1 Using the welcome screen
1.2 About the working area

CHAPTER TWO
2.0 Using tools and commands
2.1 Changing the tool pointer
2.2 Using the tool tips
2.3 Over view of tools (1-5)
2.4 Choosing commands
2.5 Customizing short cuts

CHAPTER THREE
3.0 Using palates
3.1 pallets
3.2 Using and hiding pallets
3.3 Changing the palette display
3.4 Entering values in palettes and dialogue boxes
3.5 Using the status bar
3.6 Undoing and redoing changes
3.7 Customizing your illustrator/ in design work
3.8 Exiting

CHAPTER FOUR

4.0 Arranging and combining objects
4.1 Selecting objects
4.2 Positioning objects
4.3 Organizing objects
4.4 Grouping objects
4.5 Publishing objects
4.6 Hiding and deleting objects
4.7 Combining objects into complex shapes
4.8 Using clipping masks

CHAPTER FIVE

5.0 Apply color fills and stokes
5.1 About color modes and color models
5.2 Changing the color mode of the document
5.3 Selecting color
5.4 Working with swathes
5.5 Changing global colors and tints
5.6 Modifying colors
5.7 Applying color fills and strokes to objects

CHAPTER SIX

6.0 Using transparency, gradient and patterns
6.1 Working with transparency
6.2 Working with gradient, meshes and blends
6.3 Working with patterns
6.4 Printing work

MODE OF DELIVERY

The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCES

1. Adobe PageMaker tutorials www.adobe.com
2. Adobe Illustrator tutorials www.adobe.com
3. Adobe In design tutorials www.adobe.com
4. Corel-draw graphics tutorials and ACC handouts
5. Any other relevant information or textbook

25.7 RECORDS MANAGEMENT PROJECT III

COURSE CODE **DRM 2107**

CREDIT UNIT **05**

CONTACT HOURS **75**

PROJECT DESCRIPTION
This course enables a learner to acquire record preservation skills of binding and storing related records. It therefore introduces a student store control, computerized, records keeping and reference services.

PROJECT OUTPUTS
A learner shall be able to acquire basic skills which are necessary in circulation management.

OBJECTIVES OF THE PROJECT
By the end of this course, the learner shall be able to;
1) Understand stores control measures
2) Identify the preservation & conservation measures.
3) Identify electronic records Medias

PROJECT ACTIVITIES

CHAPTER ONE
1.0 Data base management systems
1.1 Design a registry data base with different entities necessary for capturing records.
1.2 Borrower's data base for charging in and discharging out

CHAPTER TWO
2.0 Management of electronic records projects
2.1 Installations of records keeping soft ware.

CHAPTER THREE
3.0 Preservation and conservation project.
3.1 Design records storage for preservation of records.

CHAPTRE FOUR
4.0 Stores keeping & materials management project
4.1 Stock taking of store materials
4.2 Design store stock taking cards
4.3 Store control cards
4.4 Classification of stores

CHAPTER FIVE
5.0 Reference Services project
5.1 Draft orientation programme for new users
5.2 Carry out research a bouts users need
5.3 Educate users how best they can retrieve information from the library

5.4 Design different sections of the library
5.5 Carry out effective reference services to users

CHAPTER SIX
6.0 Research Methods project
6.1 Collect data about users needs and dissatisfactions
6.2 Carry a research entitled “causes of records deteriorations in registries” use any case study of your choice. Collect data; make findings, conclusions and recommendations

CHAPTER SEVEN
7.0 Innovation: Student’s self initiated project relevant to the programme.

MODE OF DELIVERY
The methods of instruction shall include; Lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE
This course unit shall be assessed out of 100 marks as follows:

Project Assessment 1	20%
Project Assessment 2	20%
Student’s Personal Innovation	20%
Project Assessment 4	40%
Total	**100%**

The marks will be converted into Grade points.

26.0 YEAR TWO SEMESTER TWO

26.1 PRESERVATION AND CONSERVATION OF RECORDS

COURSE CODE **DRM 2201**

CREDIT UNITS **03**

CONTACT HOURS **45**

COURSE DESCRIPTION
This course introduces the learner to storage and handling of materials of different media.

LEARNING OUT COMES
By the end of this course, a learner should be able to preservation and conserve records from deterioration and measures prevent deterioration

OBJECTIVES OF THE COURSE
By the end of this course, a student should be able to;
1 Explain the principles of preservation
2. Understand concepts used in preservation and conservation of records
3. Identify the dangers of records

COURSE CONTENT

CHAPTER ONE
1.0 Introduction
1.1 Definition of the concepts
1.2 Preservation
1.3 Conservation
1.4 Restoration
1.5 Examination
1.6 Maintenance

CHAPTER TWO
2.0 Storage and handling materials in different media
2.1 Paper records
2.2 Books and other publication
2.3 Parchment
2.4 Leather
2.5 News papers
2.6 Work of art on paper
2.7 Photographic medium
2.8 Recorded sound

CHAPTER THREE
3.0 Causes of deterioration
3.1 Acidity
3.2 Temperature and relative humidity
3.3 Light
3.4 Air pollution
3.5 Fire and water

3.6 Biological agents
3.7 Abuses and mishandling
3.8 Disasters

CHAPTER FOUR
4.0 Planning and preservation Programme
4.1 Why we need preservation
4.2 Principles of preservation
4.3 General guidelines that should be respected by anyone involved in the
4.4 Preservation work
4.5 Preservation planning
4.6 Preservation survey
4.7 Environmental surveys
4.8 Surveying storage condition $ materials
4.9 Surveying and maintenance
4.10 Conditions surveying
4.11 Methodologies for the condition survey
4.12 Quantitative surveys
413. Qualitative surveys
4.14 Establishing prioritize

CHAPTER FIVE
5.0 Reprography
5.1 Developing reprographic Programme
5.2 Microfilming
5.2.1 Advantages
5.2.2 Disadvantages

MODE OF DELIVERY
The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE
This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCES

1. Coulson J. (1994) .Records a management hand book. England: Gower pub ltd.
2. Kallaus, Norman &Mina Johnson. (1992).Records management. Ohio. South western publishing co.
3. Steward, Jeffrey and Males co, Nancy. (2004)Professional records and information management. U.S.A: Mc Graw –Hill Inc.
4. Robek M & Stephens (2002) Information and records management.4th and U.S.A: Mc Graw-Hill Inc
5. Wallace Patricia (et al) .(1987) .Records management: Integrated information systems.2nd edition Canada: John Willey & Inc
6. Saleemi, N (2001) .Office organization and practice simplified .2nd Edition. Kenya: N-A Saleemi publisher.

26.2 ANALYSIS OF RECORDS MGT SYSTEMS

COURSE CODE: **DRM 2202**

CREDIT UNITS **05**

CONTACT HOURS **75**

DESCRIPTION
This course unit introduces the learner to the various record management system components and their management.

LEARNING OUTCOMES
By the end of this course, a learner shall be able to design records management systems.

OBJECTIVES OF THE COURSE
By the end of this course, a student should be able to;

1 Design records management system
2. Understand concepts used in analysis of records management system
3. Explain the registry procedures

COURSE CONTENT

CHAPTER ONE

1.0 Introduction
1.1 Definition of concepts
1.2 Records mgt
1.3 Management
1.4 A system
1.5 Records mgt system
1.6 Information
1.7 Data
1.8 Consciousness

CHAPTER TWO
2.0 Feasibility Study
2.1 Technical
2.2 Human
2.3 Economic
2.4 Functions of feasibility study
2.5 Analysis
2.6 Design stage
2.7 Design requirements
2.8 Detailed of the design
2.9 Implementation
2.10 structured system analysis development method
2.11 problems faced by system implementation
2.12 various ways to implement system
2.13 Elements of structured analysis

CHAPTER THERE
3.0 Systems Analysis

3.1 System
3.2 Examples of a system
3.3 System functions
3.4 Importance of system study
3.5 Characteristics of a system
3.6 System boundaries
3.7 System of classification
3.8 Major components of a system
3.9 Closed system and open system
3.10 system objectives and application
3.11 assessment
3.12 assistance

CHAPTER FOUR

4.0 System analysis and design
4.1 purpose of system analysis
4.2 System methodology
4.3 system development life cycle
4.4 Steps involved in systems analysis
4.5 Planning
4.6 Designing
4.7 Implementation

CHAPTER FIVE

5.0 Computer based information system(building block)
5.1 Input block
5.2 Models block
5.3 Database block
5.4 Control block
5.5 Output block
5.6 Technical block
5.7 Prototyping
5.8 Uses of application prototyping
5.9 Computer assisted design
5.10 Benefits of CAD
5.11 Computer – Aided system tools
5.12 Benefits of using tools
5.13 Categories of automated
5.14 Documentation

CHAPTER SIX

6.0 Facts finding techniques
6.1 Objectives of facts findings
6.2 Methods of facts finding techniques
6.3.1 Observation
6.4.2 Questionnaire
6.5.3 Searching
6.6.4 Interviews
6.7 Statistical sampling

CHAPTER SEVEN

7.0 System survey and investigations
7.1 Adaptation of survey system
7.2 Factors necessary for system survey
7.3 Problem identification

7.4 Planning the study
7.5 Statement requirements
7.6 Contents of statement requirement

CHAPTER EIGHT
8.0 Fact recording and system
8.1 Fact recording
8.2 Methods of fact recording
8.3 System reporting
8.4 Design report
8.5 Implementation report
8.6 Preparing report writing
8.7 Arrangement of a report
8.8 Primary element
8.9 Secondary elements
8.10 Presentation techniques
8.10.1 Methods of presentation

CHAPTER NINE
9.0 Management of information systems
9.1 Management
9.2 Information
9.3 Characteristics of information
9.4 Objectives of MIS
9.5 Characteristics of MIS
9.6 Decision and support system
9.7 Characteristics of decision and support system
9.8 Differences between MIS@ DSS
9.9 Elements of DSS
9.10 Executive support systems (ESS)
9.11 Characteristics of ESS
9.12 Expert system (ES)

CHAPTER TEN
10.0 A registry
10.1 Location of a registry
10.2 Types of registries
10.3 Structure of the registry

CHAPTER ELEVEN
11.0 Functions of records management
11.1 Features of good quality information
11.2 The registry procedures
11.3 Advantages
11.4 Disadvantages

MODE OF DELIVERY
The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE
This course unit will be assessed out of 100 marks as follows;
Course work by continuous assessment 30%

Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCES

1. Coulson J. (1994) .Records a management hand book. England: Gower pub ltd.
2. Kallaus, Norman &Mina Johnson. (1992).Records management. Ohio. South western publishing co.
3. Steward, Jeffrey and Males co, Nancy. (2004)Professional records and information management. U.S.A: Mc Graw –Hill Inc.
4. Robek M & Stephens (2002) Information and records management.4th and U.S.A: Mc Graw-Hill Inc
5. Wallace Patricia (et al) .(1987) .Records management: Integrated information systems.2nd Edition Canada: John Willey & Inc
6. Salem, N (2001) .Office organization and practice simplified .2nd Edition. Kenya: N-A Saleemi publisher.

26.3 ORGANISATION THEORY AND MANAGEMENT

COURSE CODE: **DRM 2203**

CREDIT UNITS **04**

CONTACT HOURS **60**

COURSE DESCRIPTION
This course introduces the learner to the functions of management, theories of organization and organizational systems.

LEARNING OUTCOMES
By the end of this course the learner will acquire the knowledge of applying the roles of administration in an organization and procedures.

OBJECTIVES OF THE COURSE
By the end of this course, the learner should be able to:
1. Demonstrate principles underlying the process of management like remuneration, Authority, and management thoughts.
2. Identify the elements of the management process i.e. planning, organizing, staffing, directing and how they are applied.
3. Identify different types of organizational system in the libraries i.e. functional arrangement, subject arrangement, arrangement by area, arrangement by persons served and arrangement by materials

COURSE CONTENT

CHAPTER ONE
1. 0 **Introduction**
1.1 Definition of management and information system.
1.2 The evaluation of management thought.
1.3 Theories of management
1.4 Principles of management

CHAPTER TWO
2.0 **Elements of the management process**
2.1 Introduction
2.2 Planning
2.3 Organizing
2.4 Staffing
2.5 Directing
2.6 Co-coordinating
2.7 Reporting
2.8 Budgeting
2.9 Communications

CHAPTER THREE
3.0 Pattern **of organizational system**
3.1 Introduction
3.2 Factors for organizational system.

3.3 Patterns of organization i.e. functional arrangement.
3.4 Centralization versus decentralization

CHAPTER FOUR
4.0 Relationship of the library to the parent body
4.1 Introduction
4.2 Legal bases of library government
4.3 Relation of librarian to group and individuals.
4.4 Relations with academic bodies
4.5 Library authorities
4.6 Library committees
4.7 Delegations

CHAPTER FIVE
5.0 Human relations in staffing
5.1 Introduction
5.2 Human resource processes
5.3 Human resource planning
5.4 Recruitment and selection
5.5 Orientation and socialization
5.7 Performance appraisals.
5.8 Promotions, transfer, motivation

CHAPTER SIX
6.0 Leadership
6.1 Definition of leadership
6.2 Leadership and vision
6.3 Power and leadership
6.4 Leading and managing
6.5 Leaders traits
6.6 Types of leadership

CHAPTER SEVEN
7.0 Organizational **systems**
7.1 Introduction
7.2 Nature and characteristics of organizations
7.3 Formal systems
7.4 Standard Operating system and procedures
7.5 Transparency and fairness
7.6 Social goals
7.7 Legal framework
7.8 Professionalism
7.9 Continuity

CHAPTER EIGHT
8.0 **Information System and Organization**
8.1 Introduction
8.2 Organization and information systems strictures
8.3 Information, vital corporate resource
8.4 Data and information
8.5 Management and decision making

8.6 Programmed decision
8.7 Non-programmed decision
8.8 Classification of information system
8.9 Information support for fictional areas of management
- ❖ Production
- ❖ Marketing
- ❖ Finance

8.10 Personal **and service**
8.11 Impacts of Business on information system
8.12 Key ingredients success
8.13 Absorption of MIS in organization

MODE OF DELIVERY

The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCES

1. Kumar K (1982), theory of cataloguing 4th edition, New Delhi. Vikas publishing house PVT limited.
2. Kumar K (2009) library manual 2nd edition, new Delhi, Vikas publishing house PVT limited
3. Horner J. (1970), cataloguing, London association of librarians
4. Jolly L (1960), principles of cataloguing , London : Lockwood
5. Margret M. (1943), introduction to cataloguing and classification of books 2nd edition, Chicago, American library

26.4 MUSEOLOGY COLLECTION

COURSE CODE **DRM 2204**

CREDIT UNITS **03**

CONTACT HOURS **45**

COURSE DESCRIPTION
This course therefore introduces the learner to museum collection, value and importance of museums to the society.

LEARNING OUTCOMES
By the end of this course the learner should acquire the knowledge and skills of museum objectives

OBJECTIVES OF THE COURSE
By the end of this course, the learner will be able to;
1. Understand museum's collections
2. Acquire relevant skills in management of materials
3. Distinguish between a museum and library
4. Identify the different types of museums

COURSE CONTENT

CHAPTER ONE
1.0 Introduction to Museology collections
1.1 Definitions of key concepts
1.2 Museology
1.3 Museums
1.4 Museum work
1.5 Museum management

CHAPTER TWO
2.0 Museums functions.
2.1 Research
2.2 Education.
2.3 Conservation.
2.4 Documentation.
2.5 Exhibition.
2.6 Employment.
2.7 Tourism Development.
2.8 Enjoyment.

CHAPETER THREE
3.0 Parameters of museology.
3.1 Heritage.
3.2 Functions.
3.3 Institution.
3.4 Society/community/people.

CHAPTER FOUR

4.0 Types of museums.
4.1 Art museums.
4.2 Historical museums.
4.3 Science museums.

CHAPTER FIVE
5.0 The museum market.
5.1 Introduction to museum market.
5.2 Factors for museum market.
- Place/product.
- Price.
- Service/product
- Promotion.

5.3 Museum facilities for users.
- Information desk.
- Admission charge.
- Special needs.

CHAPTER SIX
6.0 Collection or acquisition policy.
6.1 Introduction to acquisition policy.
6.2 Ways of acquiring museum collection.
- Donations.
- Loaning.
- Purchasing.
- Exchanging.
- Field collection.

6.3 Contents of acquisition/collection policy.
- What the museum will collection.
- What it will collection from.
- What it will dispose off such items.
- Collection/acquisition guided facilities.
- Laws and profession al Ethics of museum profession.

CHAPTER SEVEN
7.0 Documentation
7.1 Introduction to documentation.
7.2 Types of documentation.
- Field documentation.
- In house documentation.

7.3 Steps involved in house documentation.
- Entry documentation.
- Accessioning.
- Cataloguing.
- Supplementary documentation.
- Indexing documentation.
- Movement control documentation.

CHAPTER EIGHT
8.0 Collection management
8.1 Introduction to collection movement.

8.2 Methods of collection development.
- Intellectual rational.
- Method of acquisition.
- Discipline/subject area.
- Materials on which items are made.

8.3 Policies of collection.
8.4 Policies for disposal

CHAPTER NINE
9.0 Exhibition in museum.
9.1 Introduction to exhibitions.
9.2 Types of exhibitions.
9.3 Ways of presenting/exhibiting museum collections/objects.
9. 4 Exhibition Evaluation.
9.5 Phases of exhibition evaluation.

CHAPTER TEN
10.0 Conservation in museums.
10.1 Definition of museum conservation.
10.2 Types of museum conservation.
10.3 Preventive measures for dangers of museums object/items.

MODE OF DELIVERY
The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE
This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCE BOOKS

1. Coulson J. (1994) .Records a management hand book. England: Gower pub ltd.
2. Kallaus, Norman &Mina Johnson. (1992). Records management. Ohio. South western Publishing co.
3. Steward, Jeffrey and Males co, Nancy. (2004)Professional records and information management. U.S.A: Mc Graw –Hill Inc.
4. Robek M & Stephens (2002) Information and records management.4th and U.S.A: Mc Graw-Hill Inc
5. Wallace Patricia (et al) .(1987) .Records management: Integrated information systems.2nd Edition Canada: John Willey & Inc
6. Saleemi, N (2001) .Office organization and practice simplified .2nd ed. Kenya: N-A Saleemi Publisher.

26.5 REPROGRAPHIC SERVICES

COURSE CODE **DRM 2204**

CREDIT UNITS **03**

CONTACT HOURS **45**

COURSE DESCRIPTION
This course introduces the learner to the different reprographic services like photocopying and printing.

LEARNING OUT COMES
By the end of this course, a learner will be able to use reprographic materials like scanner, photocopy

OBJECTIVES

By the of this course the learner should be able to;

1. Operate the records system effectively & efficiently
2. Evaluate the implications of technologies for managing records
3. Identify the reprographic services
4. Acquire skills & knowledge on how to print out a document, microfilm document etc

COURSE CONTENT

CHAPTER ONE
1.0 Reprographic services
1.1 Introduction
1.2 Developing reprographic program
1.3 Reprographic activities
1.4 Objectives of reprographic services.
1.5 Need for reprographic services

CHAPTER TWO
2.0 Methods of getting copies from prepared master or original copies
2.1 Introductions
2.2 Photocopying
2.3 Duplicating
2.4 Printing

CHAPTER THREE
3.0 Photocopying
3.1 Introductions
3.2 Methods of obtaining copies by photocopying
3.2.1 Light
3.2.2 Heat
3.2.3 Dyeline (Diaz)
3.4 Advantages & disadvantages of use photocopying a reprographic tool

CHAPTER FOUR
4.0 Duplicating
4.1 Introduction
4.2 Methods of duplicating
4.2.1 Stencil duplicating
4.2.2 Sprit duplicating
4.3 Procedures to follow when using stencils
4.4 Advantages and disadvantages of using stencils
4.5 Sprit duplicating methods of production
4.6 Advantages and disadvantage s of sprit duplication production

CHAPTER FIVE
5.0 Office printing
5.1 Introduction
5.2 Offset lithography
5.3 Advantages and disadvantages of offset lithography
5.4 Factors to consider when choosing duplication process for particular task

CHAPTER SIX
6.0 Forms design
6.1 Introduction
6.2 Principles of forms design
6.3 Guide line in forms design
6.4 Form control
6.5 Objectives of form control 6.6 essentials of good office form
6.7 Advantages of form control
6.8 Comon faults in forms

CHAPTER SEVEN
7.0 Micro filming
7.1 Introduction
7.2 Care for micro films
7.3 Advantages and disadvantages of micro films
7.4 Types of micro films
7.5 Reading equipment
7.6 Retrieval equipment
7.7 Storage equipments
7.8 Criteria to guide the microfilming process.

CHAPTER EIGHT
8.0 Digitization's of records
8.1 Introduction
8.2 Benefits of digitization of records
8.3 The process of digitization
8.4 Issues considered for production of photo
8.5 Micrographics
8.6 Equipment for micro films

MODE OF DELIVERY
The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCES

1. Stewart Charles, (1994), records& database mgt; 4th edition, New York: McGraw-hill.
2. Coulson J. (1994) .Records a management hand book. England: Gower pub ltd.
3. Kallaus, Norman &Mina Johnson. (1992).Records management. Ohio. South western publishing co.
4. Steward, Jeffrey and Males co, Nancy. (2004)Professional records and information management. U.S.A: Mc Graw –Hill Inc.
5. Robek M& Stephens (2002) Information and records management.4th and U.S.A: Mc Graw-Hill Inc
6. Wallace Patricia (et al) .(1987) .Records management: Integrated information systems.2nd edition Canada: John Willey & Inc
7. Saleemi, N (2001) .Office organization and practice simplified .2nd Edition. Kenya: N-A saleemi publisher.

26.6 PAPER MAKING AND PRINTING

COURSE CODE **DRM 2206**

CREDIT UNITS **03**

CONTACT HOURS **45**

COURSE DESCRIPTION
This course introduces the learner to the history of paper making, different information materials, paper printing, paper pulping and production and the different classification of paper.

LEARNING OUT COMES
By the end of this course, a learner will be able to demonstrate all the process of paper production

OBJECTIVES OF THE COURSE
By the of this course the learner should be able to;
1. Demonstrate knowledge of how paper and ink are manufactured for use in the printing industry.
2. Demonstrate the different types of papers and ink for specific use related to the different printing processes.
3. Identify the different properties of paper and ink for specific use related to the different printing.
4. Acquire knowledge of testing and troubleshooting problems with paper and ink for press runs.
5. Acquire knowledge of responsible handling and disposal of hazardous materials generated from paper and with waste.

COURSE CONTENT

CHAPTER ONE
1.0 Introduction.
1.1 History of paper and its definitions.
1.2 Fiber sources for paper making.
1.3 Paper manufacture.
1.4 Types of papers.
1.5 Uses of papers.

CHAPTER TWO
2.0 Information materials.
2.1 Nature of information materials.
2.2 Causes for deterioration of information materials.
2.3 Management of information resources.
2.4 Problems to the information materials management.
2.5 Solutions for problems of the information materials management.
2.6 Aspects considered in information management.

CHAPTER THREE
3.0 Paper printing.
3.1 Introduction to paper printing.
3.2 Controlling paper print quality.
3.3 Printing faults.
3.4 Selecting a printing method.
3.5 Factors considered in selecting a printer.

CHAPTER FOUR
4.0 Paper pulping and production.
4.1 Introduction to paper pulping.
4.2 Processes of paper production.
4.3 Paper testing.
4.4 Parameters to check in the process of paper tasting.
4.5 Envelope making

CHAPTER FIVE
5.0 Classification of paper
5.1 Coated papers
5.2 Recycled papers.
5.3 Physical characteristics of both coated and recycled papers.
5.4 Factors considered in choosing papers for the records work.
5.5 Challenges faced when using paper records.
5.6 Qualities of a bad paper.
5.7 Simplification of paper.

CHARPTER SIX
6.0 Ink ingredients.
6.1 Introduction to ink ingredients.
6.2 Ink manufacture.
6.3 Ink properties and testing.
6.4 Ink and color.
6.5 Ink for printing.
6.6 Ink and the environment.

CHARPTER SEVEN
7.0 Office printing
7.1 Introduction to office printing.
7.2 Off set lithography.
7.3 Advantages and disadvantages of offset lithography.
7.4 Printing and reproduction forms.
7.5 Factors affecting the quality of forms to be ordered.

CHARPTER EIGHT
8.0 Imprinting process and machines.
8.1 Introduction to imprinting process.
8.2 Impression, stamps and numbering.
8.3 Addressing machines.
8.4 Types of addressing machines.
8.5 Special attachments of addressing machines.
8.6 Advantages and disadvantages of addressing machines.

MODE OF DELIVERY

The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.

There will be the final examination in the last two weeks of the semester.

REFERENCE BOOKS

1. Book production 2nd edition by Gimm Peacock.
2. Coulson J.(1994) .Records a management hand book. England: Gower pub ltd.
3. Kallaus ,Norman &Mina Johnson .(1992).Records management. Ohio.South western publishing co.
4. Steward,Jeffrey and males co,Nancy .(2004)Professional records and information management. U.S.A:Mc Graw –Hill Inc.
5. Robek M&stephens (2002) Information and records management.4th and U.S.A: Mc Graw-Hill Inc
6. Wallace Patricia (et al) .(1987) .Records management: Integrated information systems.2nd ed Canada:John willey & Inc
7. Saleemi ,N (2001) .Office organization and practice simplified .2nd ed.kenya:N-A saleemi publisher.

26.7 RECORDS MANAGEMENT PROJECT IV

COURSE CODE **DRM 2206**

CREDIT UNITS **05**

CONTACT HOURS **75**

PROJECT DESCRIPTION
This course is to enable a learner to acquire practical skills. This introduces students to records to management systems, organizational management, museum collections, reprographic services, and process of paper making.

PROJECT OUTPUTS
A learner shall be able to acquire basic skills which are necessary in labour market

OBJECTIVES OF THE PROJECT
By the end of this course, a student will be able to;
1 Identify different information systems
2 Operate reprographic materials
3 Identify museum objectives.

PROJECT ACTIVITIES

CHAPTER ONE
1.0 **Analysis of records management & systems project.**
1.1 Design records management information systems.
1.2 Identify different information patterns.
.
CHAPTER TWO
2.0 Organization theory & management project
2.1 Design horizontal and vertical organization chart of any organization

CHAPTER THREE
3.0 Museology collection project
3.1 Design orientation programme for tourist containing all sections in the museum

CHAPTER FOUR
4.0 Reprographic services project
4.1 Operate reprographics materials
4.2 Photocopying
4.3 Microfilming
4.4 Digitalization
4.5 Duplication
4.6 Scanning

CHAPTER FIVE
5.0 Paper making & printing.
5.1 Describe the process of paper making

CHAPTER SIX
6.0 Innovation: Student's self initiated project relevant to the programme

MODE OF DELIVERY
The mode of delivery will include; lecture, hands-on, demonstration, group discussions and presentation

ASSESSMENT OF THE COURSE
This course unit shall be assessed out of 100 marks as follows:

Project Assessment 1	20%
Project Assessment 2	20%
Student's Personal Innovation	20%
Project Assessment 4	40%
Total	**100%**

The marks will be converted into Grade points.

27.0 LIST OF LECTURERS AND TECHNICAL STAFF IN THE FACULTY OF VOCATIONAL DUCATION

S/N	NAME	QUALIFICATIONS	EXPERIENCE
1	Ahabwe John Paul	B. HRM (KIU), HD THM (KIU)	5 Years
2	Ainebyona Dickson K	BLIS (UCU)	4 Years
3	Akampurira Baker	Bsc. IT (UCU)	4 Years
4	Ampeire Diane	BA. Drama (MUK)	3 Years
5	Asiimwe Christine	Dip. Cosmetology	2 Years
6	Asiimwe Sarah	Bsc. IT (UCU)	3 Years
7	Atuheire Magret	B.THM (NKU), CTTE (KYU)	9 Years
8	Ayebazibwe Esther	B. Mass Com. (UCU)	3 Years
9	Byenkya Nickolas Kisembo	B. Admin S. S (KYU)	7 Years
10	Elisha Rukanga	B. Arts (MUK) Dip Educ (KYU)	32 Years
11	Friday Christopher	B. Env. Sc. (KAB), PG Dip PPM	3 Years
12	Kangume Boaz	B. Computer Science (KYU)	2 Years
13	Mpyangu Godfrey	Dip Lib & Inform Sc (KYU)	5 Years
14	Musingiza Ivan	B. Env. Sc. (KAB)	3 Years
15	Mwesigye Dinato	B.IT (MUK)	1 Year
16	Nampurira Duncan	BLIS (KAB), DLIS (KYU)	10 Years
17	Nyakato Gemma	BBA (KBA), UDSS (MUBS), CCTE (KYU)	20 Years
18	Nyinomugisha Polly	BBA (KAB) UDBS (MUBS)	2 Years
19	Rwahanzira James	DTHM (KIU) Cert. Food Production HTI	13 Years
20	Sibbo Jennifer	B. Mass Com. (UCU), MBA (India)	6 Years
21	Tarakikunzire Medard	Dip. Sec. Cert Sec Studies.	5 years
22	Tugumisirize Julius	B. ICT (MUK)	6 Years
23	Tukamushaba Moreen	B.LIS (KAB)	1 Year
24	Turyagyenda Charles	B. Ed (UCU), Dip. Ed. (ITEK)	23 Years