MSc RECORDS AND ARCHIVES MANAGEMENT COURSES

**STAGE I**

IRA6101 : ADVANCED RECORDS MANAGEMENT

IRA6102 : ADVANCED ARCHIVES MANAGEMENT

IRA6103 : INFORMATION POLICY & GOVERNANCE

**STAGE II**

IRA6201 : RESEARCH METHODS IN RECORDS AND ARCHIVES MANAGEMENT

IRA6202 : ADVANCED INFORMATION AND COMMUNICATION TECHNOLOGIES IN RECORDS AND ARCHIVES MANAGEMENT

ELECTIVES

IRA6203 : MANAGEMENT OF FINANCIAL RECORDS

IRA6204 : MANAGEMENT OF PERSONNEL RECORDS

IRA6205 : MANAGEMENT OF HEALTH RECORDS

IRA6206 : MANAGEMENT OF LEGAL RECORDS

IRA6207 : MANAGEMENT OF LOCAL GOVERNMENT RECORDS

**STAGE III**

IRA6000 : DISSERTATION

IRA6301 : PROCESS MODELING IN INFORMATION MANAGEMENT

IRA6302 : PROJECT MANAGEMENT IN RECORDS AND ARCHIVES MANAGEMENT

ELECTIVES

IRA6303 : INDIGENOUS KNOWLEDGE SYSTEMS

IRA6304 : KNOWLEDGE MANAGEMENT

IRA6305 : ADVANCED CONSERVATION AND PRESERVATION MANAGEMENT

IRA6306 : MANAGEMENT OF AUDIO-VISUAL RECORDS

**STAGE IV**

IRA6000 : DISSERTATION