

**Course Code: IDM001-CERT-CAARM
BIRM**

Discipline:

**Course Name: Certificate in Archives Administration and Records
Management**

Modules Name

AWS 101 Academic Writing & Communication Skills

ICP101 Introduction to Conservation and Preservation CORE

ICT 101 Introduction to ICT

IAA101 Introduction to Archives CORE

IIS101 Introduction to Information Science CORE

LIS101 Introduction to Library and Information Studies CORE

RSA101 Records Survey Attachment CORE

IRM101 Introduction to Records Management CORE

RCM101 Managing Semi-Current Records (Records Centres) CORE