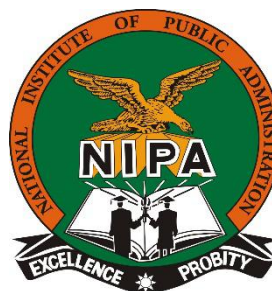


National Institute of Public Administration



BACHELOR OF RECORDS AND ARCHIVES MANAGEMENT

1.0 Introduction

The way in which organisations, generate, create, use and store records and information has been influenced by developments in Information and Communication Technology (ICT). More and more organisations the world over, are managing their records using information technology. While the ICT way of managing information and records is taken for granted by records managers in developed countries, their counterparts in developing countries however, face challenges in managing even paper records let alone transiting to digital ones due to inadequate relevant knowledge and skills.

The Bachelor in Records and Archives Management has been designed to fill this purpose by offering a broad and in-depth study of records, archives and information management.

Name of the Programme: Bachelor of Records and Archives Management

Programme Code: BRAM

Programme Aims:

The aim of the Bachelor of Records and Archives Management (BRAM) is twofold:

- (i) To equip students with knowledge and skills to enable them to design, implement and evaluate records and archives management systems, process and procedures.
- (ii) To prepare students to lead the change necessary to adapt records and archives management systems from manual and paper based to electronic systems.

2.0 Programme Structure

Year of Study	Semester I		Semester II	
	Course Code	Course Name	Course Code	Course Name
ONE	BRAM 101	Introduction to Records Management	BRAM 105	Records Management Systems & Operations
	BRAM 103	Introduction to Information Technology	BRAM 106	Management Principles & Practice
	BHRM 102	Human Resource Management I	BRAM 107	Use of Computer Packages
	BSS103	Communication and Study Skills	BHRM 106	Human Resource Management II

TWO	BRAM 201	Records Storage, Safety & Security	BRAM 205	Archive Management
	BRAM 202	Business Administration	BRAM 206	Electronic Records Management
	BRAM 203	Office Management I	BRAM 208	Office Management II
	BRAM 204	Knowledge Management	BPA 208	Organisational Behaviour
THREE	RMS 300	Research Methods In Social Sciences I	RMS 301	Research Methods in Social Sciences II
	BRAM 301	Field Attachment	BRAM 306	Field Attachment Report
	BRAM 302	The Legal Process In Managing Records & Archives	BRAM 309	Internet Technologies
		ELECTIVES		ELECTIVES
	BRAM 303	Managing Medical Records	BRAM 310	Public Relations
	BRAM 304	Managing Public Sector Records	BBA 308	Entrepreneurship and Innovation
FOUR	BRAM 401	Managing Legal Records	BRAM 406	References Sources & Services
	BRAM 402	Ethics in Records & Archives Management	BRAM 407	Managing Educational Records
	BRAM 403	Database Management Systems	RMS 400	Research Project Report
		ELECTIVES		ELECTIVES
	BRAM 409	Change Management	BPA 409	Strategic Management
	BRAM 405	Project Management	BHRM 410	Managing Human Resource Information System

3.0 Career Prospect:

On completion of the programme, our graduates are expected to serve society by being responsible for the management of filling archives, creating and maintaining databases by ensuring quick retrieval of information, audit information that is created and stored as per assigned arc, potentially overseeing the records management system.

BRAM graduates often land jobs in Banks, hospitals, Large Government Departments and in the Education Sector.

4.0 Contact Person

For details, do not hesitate to contact the Coordinator – Records and Archives Management

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