Duration
1 Year & 4 Months.

Intakes
January, May and September

Mode of study
Full –Time, Part-time, Distance Learning

Tuition Fee
Kshs.30, 000 per semester

The NCARM & NDARM courses are also available through Distance and Electronic learning mode.

For more details contact :

The Registrar-ARS

Inoorero Center, Forest Road, Parklands

Po Box 60550 - 00200

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IU

INOORERO UNIVERSITY
Refining to Distinction

SCHOOL OF ICT

LIBRARY & INFORMATION SCIENCE DEPARTMENT

ACADEMIC PROGRAMMES PROSPECTUS

INTRODUCTION

The Library and Information Science programs are developed to prepare Information Professionals with the skills and knowledge needed to manage and evaluate information effectively. The Professionals are sharpened to innovatively implement technological changes in information settings and improve access to information for diverse communities using modern ICT tools, techniques and applications.

AUTOMATION OF RECORDS, INFORMATION SYSTEMS AND SERVICES: A PRACTICAL APPROACH (AISS)

Automation of libraries, archives and registries has become a critical yet challenging function of information personnel. To manage the challenges posed by ever changing ICT industry, information personnel must constantly update themselves and keep abreast with new technology.

The program aims at equipping information services personnel in organizations with the requisite skills and knowledge to effectively manage information using modern ICT tools, techniques and applications. This is a practical based program that exposes participants to systems used to automate information services and operations.

Objectives
On completing this course, each participant will be able to:
- Appreciate the purpose, role and nature of automation of information services
- Understand the process of automation, determine the software and hardware required and the steps involved in implementing and maintaining automated information systems and services.
- Apply knowledge acquired to automate systems and establish automated programs.
- Understand how standardization and consistency affects the capabilities of automated services.

Delivery Mode
The course will involve presentations, lectures, demonstrations, group discussions, practical sessions and visits.
The participants will be exposed to the following core issues:
- Information services and functions that can be automated in libraries, archives and registries
- Procedure for automation
- Electronic archiving (Document Management Systems)

Target Group
All Information Services Providers, Administrators, Office Assistants, Secretaries, Managers

Mode of Study
The course will be delivered to suit the working schedule of the clients as follows:
- Evening (5.30 pm to 7.30 pm)
- Full time (8.30 pm to 5.00 pm)
- Onsite training

Duration
Full-Time (2 weeks seminar mode),
Part-Time-60 hrs for each Mode

Seminar Fee
Kshs.48, 950 (Includes Lunches)

NATIONAL CERTIFICATE IN ARCHIVES & RECORDS MANAGEMENT (NCARM)

The program aims at equipping the information personnel with knowledge and skills to effectively manage records and archives in both the public and private sectors through the use of information technology at the foundation level. It is an entry qualification to the national diploma in archives and records management.

Objectives
On completing this course, participants will:
- Understand the operations and use of different types of archives and records management programmes
- Apply Information Technology in archives and records management.
- Organize, retrieve and disseminate information in registries, records centres, archives and other related information centres.

Target group
Archives and Records supervisors and other information assistants
'O' and 'A' level graduates interested in a career in archives and records management
Records custodians in all sectors (private and public sector).

Entry Requirements
Kenya Certificate of Secondary Education (KCSE) mean grade D+.
'O' level - Division IV. 'A' level - Principal passes.

Mode of StudyFull-time & Part-time, Distance Learning, Saturday Training

Duration
4 Months

Intakes
January, May & September annually

Tuition Fee
Kshs.34,320 for the whole course.

NATIONAL DIPLOMA IN ARCHIVES AND RECORDS MANAGEMENT (NDARM)

The program is intended to impart knowledge and skills that will enable trainees work effectively in the management of archives and records in public and private sector through the use of information technology. The IU NDARM is an entry qualification to the IU Bachelor of Information Science (BIS).

Objectives
- Organize, preserve, retrieve and disseminate information in registries, records centres, archives and other information centres.
- Acquire the necessary research, ICT skills and competencies needed in managing electronic records.
- Apply management and communication principles in the administration of archives and records institutions.

Target Group
Registry Staff, Archives Staff, Records Centre Staff, Secretaries and Administrators Documentalists and Information Personnel

Entry requirements
- KCSE mean grade C with C- in English and Kiswahili or,
- 'O'Level Division III with a pass in English/Kiswahili or
- National Certificate in Archives and Records Management or Certificate in Library, Archives and Information Studies from a recognized institution or Any other equivalent qualification