Programme Structure

Trimester 1
1. RMC 010 Introduction to Computers
2. RMC 015 Communication Skills
3. RMC 020 Principle of Management
4. RMC 025 Introduction to Records and Archives Management
5. RMC 030 Information Management
6. RMC 035 Records Management
7. RMC 040 Management of Registries

Trimester 2
1. RMC 045 Environmental Studies
2. RMC 050 Computer Applications
3. RMC 055 Management of Record Centers
4. RMC 060 Management of E-Records
5. RMC 065 Archives Management
6. RMC 070 Preservation and Conservation of Information Materials
7. RMC 075 Disaster Management

FOR MORE INFORMATION

CONTACT

KENYA METHODIST UNIVERSITY

Nairobi Campus

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DEPARTMENT OF INFORMATION SCIENCE

CERTIFICATE IN RECORDS AND ARCHIVES MANAGEMENT

"The Future is Here"

KeMU Background

The University is dedicated to the further-ance of the Christian Faith and promotion of the required activities for the restora-tion of relationship between human beings and God the Creator. It strives to apply it's Christian principles and practical evangel-ism in all it's endeavors.

Vision

The Vision of the University is: "To be a leading world class University in East Af-rica, committed to raising a new genera-tion of transformational leaders, who are well grounded and committed to spiritual and ethical values".

Mission

The **mission** of the University is: "To con-tribute to the transformation of our society by providing high quality education that promotes excellence in scholarship, re-search and selfless service to the commu-nity".

Preamble

The certificate course in Records and Archives Management is centered on information in general. The course recognizes information as an impor-tant force that significantly contributes to 21st century information society. It focuses on records as a critical force contributing to productivity, development and high achievement levels of the society as a whole. The importance of information and records management has been cited by vari-ous policies at local and international levels. Vision 2030 economic, social and political pillars are supported by sound information and records man-agement. The Millennium Development Goals incor-porate a records management component that promotes strategic thinking at the country level, encouraging and promoting diversity; sharing and exchange of experiences and facilitates the build-ing of partnerships between developed and devel-oping countries.

For managers and executives to provide quality leadership and performance in the face of dy-namic changes, more complex environments and increasing uncertainties, the need for information and records and archives is imperative.

Admission requirements

K.C.S.E. Certificate with an aggregate of a C- or any approved equivalent qualification

Mode of study

The KeMu Certificate Course in Records and Archives Management is available in the follow-ing modes in Nairobi Campus.

Full-Time
Part-Time (weekend intensive)
Evening classes

Duration of the Study

The Certificate course is scheduled to take 6 months and eligible students can **apply in January, May, and September.**

Fee Structure.
2 Trimesters
7modules per Trimester
7 modules @ 31,500
Total 63,000

"The Future is Here"