

# **BACHELOR OF SCIENCE (HONS) ARCHIVES AND RECORDS MANAGEMENT**

## **1. PROGRAMME SUMMARY**

The aim of this programme is to prepare students to apply the archival laws along with technology they have learnt in different areas of archives and records management in real situations. In particular, this programme prepares students to practice their knowledge, skills in the design and implementation of records management and archival sciences

## **2. CAREER OPPORTUNITIES**

Growing local and regional requirements coupled with the country's plan for setting up effective archival laws and records management systems in place has necessitated demand for professionals in the area. MECIT along with the National Records and Archives Authority of Oman provide the programme needed for the students and employees who are recruited for their higher education degrees (Diploma- Bachelor) in the field of records management and archives. Considering the requirement in the country and the region, a programme of this nature will be valuable. It will support the students by providing them with the necessary skills and knowledge to contribute professionally to the industry and help them meet the challenges of daily life.

### 3. COURSE CONTENT

Year 1			Year 2			Year 3			Sum mer	Year 4		
Semester 1	CP	R	Semester 3	CP	R	Semester 5		R		Semester 7	CP	R
Introduction to Information Technologies and Archiving Careers	10		Communication Methods and Skills	10		English Language (Advanced Level)	10		Training (8 Weeks)	Curriculums and Methods of Researches	15	
Principles in Archiving	15		Elective	10		General Administration	10			Elective	10	
Principles in English Language	10		Documents Issuance and Current Archiving Management	15		Archiving History	15			Financial Management	10	
Introduction to Information Technology	10		Documents Evaluation and Intermediate Archiving Management	15		Archive Buildings	15			Electronic Documents and Archiving (Advanced Level)	15	
Archiving System and Composing Stages	15		Documentary Research and Methods	10		Database and Networking	10			Gradation Project (Part 1)	10	
	60			60			60				60	
Semester 2			Semester 4			Semester 6				Semester 8		
Introduction to Statistics	15		Records and Archives law	10		Omani Studies	10			Archiving and Ethics of the Profession	10	
English Language (Meso-Level)	10		Electronic Documents and Archiving	10		Arabic Diplomatic	10			Contemporary Issues in the management of documents and archives	15	
Administration System In Oman	10		Conservation and maintenance of Documents	10		Archiving Information Systems	10			Historical documents	15	
Introduction to Internet	10		Final Archiving Administration and Evaluation	15		Conservation and maintenance of Documents (Advanced Level)	15			Graduation Project (Part 2)	20	
Types of Governmental Corresponds	15		Civil Project	15		Conservation of Phonetics Documents	15					
	60			60			60				60	
	120			120			120				120	
<b>Diploma of Science In Archiving and Documentation Management</b>												
<b>Bachelors of Science In Archiving and Documentation Management</b>												