

REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie

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INSTITUT UNIVERSITAIRE BENGONO  
TOURE GENEVIEVE  
Scientiarum - Excellentiam - Nobel  
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REPUBLIC OF CAMEROON  
Peace-Work-Fatherland

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THE BENGONO TOURE GENEVIEVE  
UNIVERSITY INSTITUTE  
SCIENTIARUM – EXCELLENTIAM – NOBEL  
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**INSTITUT SUPERIEUR DES SCIENCES DE L'INGENIEUR, DES INDUSTRIES ET DE L'INNOVATION**  
**THE HIGHER INSTITUTE OF ENGINEERING SCIENCES, INDUSTRIES AND INNOVATION**

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**BACHELOR'S IN RECORDS AND INFORMATION MANAGEMENT**

CODES	COURSE NAMES	CREDIT
	<b>YEAR ONE</b>	
BBARM1110	Research methods	3
BBARM1111	Communication skills	3
BBARM1112	Electronic Document and Records Management	3
BBARM1113	Professional standards and ethics	3
BBARM1114	Archives Management	3
BBARM1115	ICT	3
BBARM1116	Project Management	3
BBARM1117	Business Computing	3
BBARM1118	Intercultural Communication	3
BBARM1119	Social Informatics	3
BBARM1120	Principles of Information Management	3
BBARM1121	Quantitative and mathematical methods	3
BBARM1122	Strategy and Planning in Information Organisations	3
BBARM1123	Information Issues	3
BBARM1124	Business law	3
BBARM1125	Digital Asset Management	3
BBARM1126	Marketing	3
BBARM1127	Human Resource Management	3
BBARM1128	Knowledge Organisation Systems	3
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	<b>YEAR TWO</b>	

BBARM2110	Principles of Records Management	2
BBARM2111	Preservation and Digitisation	2
BBARM2112	Cultural Competencies in the Information Environment	2
BBARM2112	Archival Procedures	2
BBARM2113	Enterprises Data	2
BBARM2114	System analysis	3
BBARM2115	Concepts of Records and information management	3
BBARM2116	Computer Security	3
BBARM2117	Organizational Behaviour	3
BBARM2118	Information Technology	3
BBARM2119	Management of Record Centres and Archives	3
BBARM2120	Strategic Management	3
BBARM2121	Management of Special Libraries	3
BBARM2122	Principles and practice of appraisal	3
BBARM2123	Database Management	3
BBARM2124	Risk management and strategic management.	3
BBARM2125	Government Information Resources and Systems	2
BBARM2126	Audio Visual Records Management	3
BBARM2127	Paper Making and Reprograph	3
BBARM2128	Classification and Cataloguing	3
BBARM2129	Applied Organizational Psychology	3
BBARM2130	Records Management and the Law	3
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	<b>YEAR THREE</b>	
BBARM3110	Information and Documentation Services	3
BBARM3112	Records And Information Management Ethics	3
BBARM3113	Organizational Operation & Office Systems	3
BBARM3114	Archives Administration	3
BBARM3115	Desktop Publishing and Editing	3
BBARM3116	Managing Records and Information Centers	3
BBARM3117	Website Development and Internet Tech.	3
BBARM3118	Management of Financial Records	3
BBARM3119	Indexing and Abstracting	3

BBARM3120	Automation Of Records Management Systems	3
BBARM3121	Management Principles and Practices	3
BBARM3122	Management of Museums	3
BBARM3123	Database Management Systems	3
BBARM3124	Paleography and Oral History Management	3
BBARM3125	Internship	8
BBARM3126	Dissertation	10
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