

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**

Campus de Yaoundé (Quartier de Ndjoungolo-Rue Ceper et de Mvog-Mbi) – BP. : 11618 Yaoundé – Cameroun /  
Email : [info@iubtgedu.org](mailto:info@iubtgedu.org) , [iubtg01@gmail.com](mailto:iubtg01@gmail.com) : Web : [www.iubtgedu.org](http://www.iubtgedu.org) Tel : (+237)696146530 / (+237) 243 17 09 90

**DIPLOMA IN RECORDS AND INFORMATION MANAGEMENT**

CODES	COURSE NAMES	CREDIT
	<b>YEAR ONE</b>	
DBARIM1110	Research methods	3
DBARIM1111	Communication skills	3
DBARIM1112	Electronic Document and Records Management	3
DBARIM1113	Professional standards and ethics	3
DBARIM1114	Archives Management	3
DBARIM1115	ICT	3
DBARIM1116	Project Management	3
DBARIM1117	Business Computing	3
DBARIM1118	Intercultural Communication	3
DBARIM1119	Social Informatics	3
DBARIM1120	Principles of Information Management	3
DBARIM1121	Quantitative and mathematical methods	3
DBARIM1122	Strategy and Planning in Information Organisations	3
DBARIM1123	Information Issues	3
DBARIM1124	Business law	3
DBARIM1125	Digital Asset Management	3
DBARIM1126	Marketing	3
DBARIM1127	Human Resource Management	3
DBARIM1128	Knowledge Organisation Systems	3
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	<b>YEAR TWO</b>	
DBARIM2110	Principles of Records Management	2
DBARIM2111	Preservation and Digitisation	2
DBARIM2112	Cultural Competencies in the Information Environment	2
DBARIM2112	Archival Procedures	2
DBARIM2113	Entreprises Data	2
DBARIM2114	System analysis	3
DBARIM2115	Concepts of Records and information management	3
DBARIM2116	Computer Security	3
DBARIM2117	Organizational Behaviour	3
DBARIM2118	Information Technology	3
DBARIM2119	Management of Record Centres and Archives	3
DBARIM2120	Strategic Management	3
DBARIM2121	Management of Special Libraries	3
DBARIM2122	Principles and practice of appraisal	3
DBARIM2123	Database Management	3
DBARIM2124	Risk management and strategic management.	3
DBARIM2125	Internship	7
DBARIM2126	Dissertation	10
		60