

ADMISSION/ENTRY REQUIREMENTS

A candidate shall be eligible for admission to the National Certificate in Records and Information Management programme on meeting any of the minimum qualifications specified as follows:

- a) Ordinary Level Entry Scheme (Uganda Certificate of Education)

The candidate should be a holder of Uganda Certificate of Education (UCE) with at least three passes obtained in the same year of sitting.

- b) Certificate Entry Scheme

The candidate should hold a Junior Vocational Certificate (JVC) or any other relevant certificate obtained from a recognised institution.

PROSPECTS FOR NATIONAL CERTIFICATE IN RECORDS AND INFORMATION MANAGEMENT (NCRIM)

Graduates of the NCRIM programme may opt to further their skills and education by offering a diploma and or degree in Records and Information Management or any other related programme of one's choice

Year 1 Semester 1

1. Bookkeeping
2. Basic Communication Skills
3. Office Practice
4. Fundamentals of Records Management
5. Basic Library Operations Management
6. Real Life Project 1

Year 1 Semester 2

1. Registry Management
2. Fundamentals of Reprography
3. Principles of Economics
4. Computer Applications
5. Elements of Entrepreneurship Development
6. Real Life Project 2

Year 2 Semester 1

1. Document works and Information Services
2. Legal and Policy Aspects in Records
3. Introduction to Archives Management
4. Fundamentals of Storekeeping
5. Real Life Project 3

Year 2 Semester 2

1. Introduction to Museology
2. Introduction to Electronic Records Management
3. Basic Kiswahili
4. Elements of Preservation and Conservation of Records
5. Real Life Project 4
6. Internship (IT)

TRAINING PROGRAMMES

DIPLOMA AND CERTIFICATES

DAY
EVENING
WEEKEND

INTAKES: MARCH AND AUGUST
EVERY ACADEMIC YEAR

Contact Us:

The Academic Registrar

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THE UGANDA INSTITUTE OF
INFORMATION AND COMMUNICATIONS
TECHNOLOGY (UICT)

Centre For Excellence



UBTEB CERTIFICATE
NATIONAL CERTIFICATE IN
RECORDS AND INFORMATION
MANAGEMENT