

RECORDS AND ARCHIVES MANAGEMENT POSITIONS

- Records managers;
- Archivists;
- Legal records officers;
- Data entry officers;
- Medical records officers;
- File room supervisors;
- Micrographic technicians;
- Archives/records technicians;
- Research assistants;
- Records management consultant.

COURSES ON OFFER

- PhD. & M.A. by Research
- B.A. Library & Information Science
- B.A. Records & Archives Management
- B.A. Media Studies
- Diploma in Library & Information Science
- Diploma in Records & Archives Management
- Diploma in Public Relations

LECTURING STAFF IN THE DEPARTMENT

FULL TIME:

Dr F. J. Mwillima
Prof. C. T. Nengomasha
Prof. E. Akpabio
Dr R. Abankwah
Mr R. Tyson
Ms A. Kakujaha
Mr W. Uutoni
Mr W. Yule
Ms M. Moshia
Prof. Kalusopa

FOR MORE INFORMATION CONTACT:

THE DEPARTMENT OF INFORMATION AND COMMUNICATION STUDIES

Y Block
University of Namibia
340 Mandume Ndemufayo Avenue
Pionierspark
Windhoek

Tel: (+264 61) 206-3638
Fax: (+264 61) 206-3806
Email: fmwillima@unam.na

Media Studies

Tel: (+264 61) 206-4794

Library & Information Science

Tel: (+264 61) 206-4667

Records & Archives Management

Tel: (+264 61) 206-3641

Faculty Officer

Tel: (+264 61) 206-3813

Website

<http://www.unam.edu.na>



DEPARTMENT OF INFORMATION AND COMMUNICATION STUDIES

Faculty of Humanities & Social Sciences

B. A. LIBRARY & INFORMATION SCIENCE (HONS)

B.A. (Hon) Degree in Library & Information Science offers a formal qualification to those who wish to acquire skills in libraries, information centres, as information managers and other information related agencies and/or functions.

B. A. RECORDS & ARCHIVES MANAGEMENT (HONS)

B.A. (Hon) Degree in Records & Archives Management offers a formal qualification to those who want to work as records managers in organisations and records centres and as archivists in archival institutions. Graduates can exercise professional judgement in the management of organisational records as well as manage archives to preserve the Nation's documentary heritage.

B. A. MEDIA STUDIES (HONS)

B.A. (Hon) Degree in Media Studies offers formal qualification for those who wish to obtain skills and professional practice in electronic, print or new media, as well as public relations, corporate communications and advertising. From third year, students can choose from one of the three areas of specialisation (public relations, electronic media and print media) offered by the programme.

STRUCTURE OF THE B. A. DEGREES

B.A. (Hon) Library & Information Science and B.A. (Hon) Media Studies degrees are single major qualifications.

DIPLOMA IN LIBRARY & INFORMATION SCIENCE

The three-year Diploma in Library & Information Science follows a curriculum complementary to the B.A. (Hon) Degree. The programme will develop para-professional level information workers who can either work under qualified professionals, or on their own in small branch libraries, school libraries or other information agencies. Students who complete this diploma may successfully transfer to the B.A. (Hon) Degree.

DIPLOMA IN RECORDS AND ARCHIVES MANAGEMENT

The three-year Diploma in Records & Archives Management offers a formal qualification and prepares para-professional level records and archives officers to work with records of any type such as financial, medical, human resources and stores or stock control records; or manage small archival collections and manuscripts in any library or information centre.

Students who complete this diploma may successfully transfer to the B.A. (Hon) Degree.

DIPLOMA IN MEDIA STUDIES

The three-year Diploma in Media Studies offers a formal qualification to improve the skills of those intending to work in print and broadcast journalism, public relations, and advertising. The programme will develop para-professional level media and communication workers who can either work under qualified professionals in the industry or have the ability to start up their own media and communication outfits. Holders of this Diploma will have abilities and skills in writing, production of media products. They will also have the capacity for decision-making under pressure as well as the ability to play sub-professional managerial roles.

Students who complete any of the Diploma programmes successfully may transfer to the B. A. Degree.

POST GRADUATE STUDIES

PhD and Masters programmes by research are offered in the Department.

UNAM RADIO

The Department of Information and Communication Studies manages the UNAM Radio, a community radio station, which was established to increase practical student involvement with media and highlight UNAM

activities to the wider community. Students are required to develop their technical and presentation skills and produce a variety of programmes for the community.

UNAM ECHO

The UNAM Echo is a publication of the Department of Information and Communication Studies. It is a student-led initiative. Students from all specialisations collaborate to produce this publication.

LIBRARY AND INFORMATION SCIENCE POSITIONS

- Library managers
- Librarians
- Database researchers
- Knowledge managers
- Database managers
- Library technicians
- Research assistants
- Library management consultants
- Knowledge management consultants

MEDIA STUDIES POSITIONS

- Print journalists
- Electronic journalists
- Information officer/manager
- Public relation officer/manager
- News readers (TV & radio)
- Advertising agents/managers
- Photographers
- Newsroom managers/sub editor
- Feature writers (magazine & newspapers)
- Sports, political/economic reporters (print & electronic)
- Media researcher
- Media consultant/analyst