Name: Document Management					
module/course code: PII62002	Student workload: 340 Minutes/Week	Credits (ECTS): 2	Semester 2	Frequency Evan Semester	Duration
Types of courses: Tutorial/Lecture/Response		Contact hours: 100 minutes/week		Independent study 240 minutes/week	Class size X students: 30 Students

1	Prerequisites for participation -
2	Learning outcomes 1. Students are able to understand, master, and explain correctly and appropriately about the structure and level of representation of documents in print and electronic formats 2. Students are able to understand, master, and explain correctly and appropriately the implications of authenticity, integrity, reliability, and usability for documents in electronic systems. 3. Students are able to understand, master, and explain correctly and appropriately about issues related to long-term and short-term document storage as well as strategies to mitigate the problems surrounding them. 4. Students are able to understand, master, and explain correctly and appropriately about document storage and security strategies in various environments including in public, business, social, and private organizations
3	Description This course discusses the basic concept of document management as seen from the process of planning, implementing, controlling and evaluating document management both in the public sector and in the private sector. Furthermore, this course also explains the functions and roles of document management in information institutions in Indonesia and globally. As well as a study of principles and techniques related to document management such as information governance such as administration, management, planning, operations, resources, and facilities. Document management focuses on the development of document management through the application of information technology. Document digitization is one of the focuses taught in this course.
4	Teaching methods: 1. Lectures
5	Assessment methods: 1. Assignments, 2. Middle semester examination 3. Quizzes 4. Final semester examination
6	Other information e.g. bibliographical references: 1. Adan, Azad. (2008). Implementing Electronic Document and Record Management Systems . New York: Auerbach Publication. 2. Barthos, B. 2013. Manajemen Kearsipan Untuk lembaga Negara, Swasta dan Perguruan Tinggi. Jakarta: Bumi Aksara.

	3. Muhidin, S.A & Winata, H. 2016. Manajemen Kearsipan. Bandung: CV. Pustaka Setia