Name: Electronic Records and Records Management System					
module/course code: PII62018	Student workload: 340 Minutes/Week	Credits (ECTS): 2	Semester 4	Frequency Even Semester	Duration 1x / Semeste
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. Mastering methodologies and studies in the field of Library and Information Science 2. Able to use and support the development of information and communication technology applied to library management and other information institutions based on analysis of user and institutional needs 3. Mastering philosophy, theories and concepts as well as methods in the development of information services and other information institutions 4. Able to manage information using methods that are in accordance with the development of science and technology based on an analysis of the functions of libraries and other information institutions. Able to manage information services in libraries and other information institutions to meet user needs according to the development of information and communication technology.
3	Description This course discusses the basic concepts, principles, problems, practices and studies of the philosophy, background, functions and roles of document management in information institutions in Indonesia and globally. As well as the study of principles and techniques related to document management such as information governance such as administration, management, planning, operations, resources, and facilities. In addition, it studies the current conditions, trends and problems of document management in information institutions in Indonesia and globally.
4	Teaching methods: 1. Lectures
5	Assessment methods: 1. Assignments, 2. Middle semester examination,Quizzes, 3. 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. Robert F Smallwood (2013). Managing Electronic Records