

Name: Record Management					
module/course code: PII61006	Student workload: 340 Minutes/Week	Credits (ECTS): 2 ECTS	Semester 3	Frequency Odd Semester	Duration 1x / Semester
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	<p>Learning outcomes</p> <ol style="list-style-type: none"> 1. Internalizing the spirit of independence, struggle, and entrepreneurship 2. Able to show independent, quality, and measurable performance 3. Mastering theories, concepts, and methods in managing, organizing, and developing libraries and other information institutions in accordance with the development of science, development of libraries and other information institutions in accordance with the development of science and technology. 4. Able to understand the concepts and definitions of record management both oral and written record management and implement them in all fields both in schools, offices and libraries. 5. Able to practice SWOT Analysis (Strength, Weakness, Opportunity and Threat), Analysis and strategies in making records. 6. Able to distinguish record management when managing records in the form of both active and inactive records. 				
3	<p>Description</p> <p>This course is an advanced course taken after taking Introduction to Library, Information and Archival Science and Document Control. This course is a course which is a compulsory course for the study program which contains types of records and record management both in offices and educational institutions.</p>				
4	<p>Teaching methods:</p> <ol style="list-style-type: none"> 1. Lectures 				
5	<p>Assessment methods:</p> <ol style="list-style-type: none"> 1. Assignments, 2. Middle semester examination, 3. Quizzes, 4. Final semester examination. 				
6	<p>Other information e.g. bibliographical references:</p> <ol style="list-style-type: none"> 1. "Record Management", Mary L. Gin, 2015. 2. Information and Records Management: Fundamentals to Document Governance Jordan Richard and Souri Rajan B. 2020 Kamenetz, A. (2010). <u>Learning, Freedom, and the Web</u>. Mozilla dan McArthur Foundation. 				