Name: Record Management Practicum					
module/course code:	Student workload: 340 Minutes/Week	Credits (ECTS): 1	Semester 3	Frequency Odd 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 practice correctly and precisely about the structure and level of representation of printed and electronic format documents 2. Students are able to understand, master, and explain correctly and precisely about the model for understanding document creation, use, disposition, and curation. 3. Students are able to understand, master, and explain correctly and precisely the implications of authenticity, integrity, reliability, and usability for documents in electronic systems. 4. Students are able to understand, master, and explain correctly and appropriately the issues related to long-term and short-term document storage and strategies to mitigate the problems surrounding them.
3	Description Record Management Practicum Course is an advanced course taken after taking Record Management, Introduction to Library, Information and Archives and Document Control. This course is a practicum course that provides opportunities for students to practice how to manage records both in offices and educational institutions.
4	Teaching methods: 1. Lectures
5	Assessment methods: 1. Assignments, 2. Middle semester examination 3. Practice 4. Final semester examination
6	Other information e.g. bibliographical references: 1. "Record Management", Mary L. Gin, 2015. 2. " Information and Records Management: Fundamentals to Document Governance Jordan Richard and Souri Rajan B. 2020