

Name: Archival Governance of Government Organizations					
module/course code:	Student workload: 340 Minutes/Week	Credits (ECTS):	Semester 5	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	Learning outcomes 1. Law-abiding and disciplined in social and state life 2. Internalizing academic values, norms, and ethics 3. Internalizing the spirit of independence, struggle, and entrepreneurship 4. Able to compile scientific descriptive results of the above studies in the form of a thesis or final project report and upload it on the college website				
3	Description This course discusses the basic concepts, principles, issues, practices and studies of the philosophy, background, functions and roles of archival governance in government organizations in Indonesia and globally. As well as the study of management principles and techniques related to archival organizations in higher education including administration, management, planning, operations, resources, services and facilities. In addition, it studies the current conditions, trends and problems of archives in government organizations in Indonesia and globally, including a study of the life cycle and format of archives, archival management programs and strategies, legal aspects, standards and regulations, and risk management of records and archives in government organizations.				
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: Main: 1. Sambas & Hendri. (2016). Manajemen Kearsipan untuk Organisasi Publik, Bisnis, Sosial, Politik, dan Masyarakat. Bandung: CV Pustaka Setia. 2. Asriel, Armida Silvia. (2019). Manajemen Kearsipan. Rosda Karya. 3. M. Lutfi. (2018). Kearsipan. Surakarta: CV Media Tama.				

- | |
|--|
| <ol style="list-style-type: none">4. Mulyadi. (2016). <i>Pengelolaan Arsip Berbasis Otomasi</i>. Palembang: PT Raja Gravindo Persada.5. M. Imam. (2019). <i>Otomasi dalam Kearsipan</i>. Tangerang Selatan: Universitas Terbuka. Support:<ol style="list-style-type: none">1. Arsip Nasional Republik Indonesia. (2019). <i>Kearsipan di Era Revolusi Industri 4.0</i>. Jakarta: Arsip Nasional RI.2. Sugiarto, Agus & Wahyono. (2015). <i>Manajemen Kearsipan Modern (Dari Konvensional ke Basis Komputer)</i> Edisi terbaru. Gava Media.3. Arsip Nasional Republik Indonesia. (2017). Jakarta: Arsip Nasional RI. |
|--|