

Global Learning Semesters

Course Syllabus

Course: OFAD-251 Information & Records Management

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-251	Information & Records Management	3
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	Sophomore Standing
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

Course Description

The course is concerned with the concepts of records management for managing and protecting proprietary information as an organisational asset throughout its lifecycle. It covers the theory and the practice of managing an organisation's record including conducting an audit and identifying the flow of records in support of business aims and objectives, to meet user needs and in accordance with legal and other compliance requirements. A detailed study of the storage and retrieval of information, with emphasis on topics such as electronic technology, pertinent legislation, personnel responsibilities, records management systems, equipment and supplies, micrographics, reprographics, archival storage and computer.

Prerequisites

Sophomore Standing

Topic Areas

1. Introduce the concepts and models of records management as a means of managing proprietary information, in the form of records, from the start to the end of their life.
2. Make you aware of the need to protect the unique records asset via security measures and disaster planning and recovery.
3. Make you aware of the accountability of an organisation for its records, including fiscal and legal requirements.
4. To equip you with the knowledge and skills to manage records as an organisational asset and meet users' requirements.
5. Introduce you to procedures for managing proprietary information, including records audits and records use.
6. Equip you with the skills to plan and implement records audits and scheduling programmes.

Readings and Resources

Required Textbook

- Kennedy J and Schauder, Records Management: A Guide to Corporate Record Keeping 2nd ed. Longman, 1998.