



The University of Southern Queensland

Course specification

The current and official versions of the course specifications are available on the web at <http://www.usq.edu.au/coursespecification/current>.
Please consult the web for updates that may occur during the year.

Description: Information Management

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
OOO	3200	87571	1, 2009	EXT	1.00	Toowoomba

Academic group:	FOBUS
Academic org:	FOB004
Student contribution band:	3A
ASCED code:	080999

STAFFING

Examiner: Heather Maguire
Moderator: Doren Chadee

OTHER REQUISITES

Students are required to have access to a personal computer, and e-mail capabilities and access to USQ Connect. Current details of computer requirements can be found at <http://www.usq.edu.au/ict/students/standards/default.htm>.

SYNOPSIS

The central information challenge faced by organisations is how to get the most out of their information assets. As businesses become more complex and face an ever increasing number of regulatory requirements, the task of efficiently managing the growing volume of paper and electronic records becomes more difficult. Research shows this critical business information is expensive to collect, often unreliable, and increasingly out of control. Administrative managers need a sound knowledge of information management methods and technologies. This course provides for managers and their staff an overview of the scope and complexities of the management of records and information irrespective of format. Students completing the workshops involved in this course will receive a Certificate of Completion. Those students who have attended the course workshops and successfully completed the workshop assessment will also receive credit for MGT3200 Information Management offered by the Faculty of Business, USQ.

OBJECTIVES

The course objectives define the student learning outcomes for a course. The assessment item/s that may be used to assess student achievement of an objective is/are shown in parentheses after each objective. On successful completion of this course, students should be able to:

1. explain the organisational role of information management with a focus on records, document and archival management and differing views of the records life cycle (Assignment 1)
2. define and discuss the relationship between information management, corporate risk and corporate governance (Assignment 1)

3. discuss the importance of accountability, legal compliance and best practice in information management (Assignment 1)
4. describe the relationship between information management and the management of other organisational assets (Assignment 1)
5. explain the process of creation, capture and registration of organisational records (Assignment 2)
6. explain the process of control (classification and access) of organisational records (Assignment 2)
7. explain the importance and processes of records appraisal and disposal (Assignment 2)
8. critically evaluate a number of alternatives for records storage (Assignment 2)
9. define vital and archival records and their relationship to corporate risk and outline effective management processes for these types of records (Assignment 2)
10. define ERMS, explain the potential advantages of this type of system, and outline suggestions for managing the transition from paper to electronic records management systems (Assignment 2).

TOPICS

	Description	Weighting (%)
1.	Information management, records management, document management, archival management - introduction and definitions	10.00
2.	Information management, corporate risk and corporate governance and the relationship between these concepts	10.00
3.	Accountability, compliance and best practice in information management	10.00
4.	Information management and the management of other assets	5.00
5.	Information management needs and solutions	10.00
6.	Creating, capture and registration of records	5.00
7.	Classification and indexing	10.00
8.	Appraisal and disposal	10.00
9.	Records storage	10.00
10.	Vital and archival records	10.00
11.	Implementing electronic records management systems	10.00

TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

Access to Standards Australia, 2002, AS ISO 15489.1 Records Management - General and AS ISO 15489.2 Records Management - Guidelines available through the Standards Online Premium

electronic database available through the USQ Library. Materials specific to Queensland Health will be provided at each of the workshops delivered for this course.

REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Private Study	85.00
Workshops	80.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date
ASSIGNMENT 1	45.00	45.00	18 Nov 2008 (see note 1)
ASSIGNMENT 2	55.00	55.00	18 Nov 2008 (see note 2)

NOTES

1. at completion of Intensive Delivery - Theory
2. at completion of Intensive Delivery - Practical

ASSESSMENT NOTES

- 1 Certificate of completion: To attain a certificate of completion, participants must attend each of the workshops.
- 2 Grade and credit towards USQ course/program: To receive a grade for OOC3200 and credit for MGT3200 or an elective course offered by the Faculty of Business, USQ, participants must attend each of the workshops and satisfactorily complete each piece of assessment.
- 3 Requirements for a participant to be awarded a passing grade in the course: (i) a student who attends all workshops and successfully undertakes the assessment item/s will be awarded a HD, A, B or C grade; (ii) a student who attends all workshops but fails the assessment item/s will be awarded a P grade; (iii) a student who attends all workshops and does not undertake the assessment item/s will be awarded a P grade; (iv) a student who does not attend all workshops or undertake the assessment items will be awarded a F grade.
- 4 Method used to combine assessment results to attain final grade: Participants will be awarded a passing grade (C) if they complete all workshops and achieve at least 50% of the marks available for the course.