



Information Studies Department

Course Syllabus

INFS431 - Electronic Records Management

Catalog Description: This course provide students an Introduction to “Electronic Records Management” present the concepts related to Content & Document & Records & archive systems, and the differences between the Electronic Content Management, Electronic Document Management, Electronic Records Management. The Goals & Benefits & Governmental bodies & Rewards, the Functions & Caretakers& Immutable Law, Preservation & Standards & Requirements and How to implement ERM?

Credit Hours: **3 Credit hours:** 2 Lectures per week 2 Labs. per week 0 Recitation per week

Prerequisites: INFS320 and INFS381

Course Learning Outcomes:

1. This course deals with the processes and issues relating to the management of electronic records and specifically, the decision focuses on the definition of electronic student records and management in terms of organization, storage and retrieval programs and techniques required to do so.
2. Understanding of Electronic Records Management, and applications of Electronic Records Management.
3. Recognition systems used in Electronic Records Management.

Major Topics:

- Records: the concept, importance, historical perspective .
- Laws and legislation dealing .
- Electronic Records: attributes, types, and uses
- The life cycle of the electronic record: start-up phase, construction phase, a phase calendar, the - stage of conservation, access and use phase
- Electronic records management: the procedures, equipment, and arrangements.
- Storage, retrieval and transmission of electronic record
- Classification of electronic records systems: the objective, alphabetical, digital, digital orthographic
- Automatic record systems: Needs, Evaluation, Selection, Application, Development, Protect .
- Standards and specifications for electronic records .

Text Books: Smith, Kelvin. Planning and implementing electronic records management - a practical guide. London: Facet publishing, 2007.
Reed Smith, Ginn & Kallaus. Records Management, 8th Edition.: South-Western Educational Pub, 2006. ISBN10: 0538729562



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Grading:

- ⦿ The grading scale for this course is:
 - . 95 - 100 A+ Passing
 - . 90 - 94 A Passing
 - . 85 - 89 B+ Passing
 - . 80 - 84 B Passing
 - . 75 - 79 C+ Passing
 - . 70 - 74 C Passing
 - . 65 - 69 D+ Passing
 - . 60 - 64 D Passing
 - . 0 - 59 F Failing

- ⦿ Final grades will be determined based on the following components:
 - . 60% Semester Work
 - . 40% Final Exam

- ⦿ Students may not do any additional work for extra credit nor resubmit any graded activity to raise a final grade.

- ⦿ Late submissions will not be accepted for any graded activity for any reason.

- ⦿ Students have one week to request the re-grading of any semester work.

Attendance Policy:

Students should attend 80% of the overall course hours taught in the semester as per the University regulations.

If a student fails to achieve this portion, he/she shall not be allowed to appear in the final exam and shall be awarded "DN" grade and repeat the course.

Cheating and Plagiarism Policy:

The instructor will use several manual and automated means to detect cheating and/or plagiarism in any work submitted by students for this course.

When a student is suspected of cheating or plagiarism, the instructor raises the issue to the disciplinary committee.



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Communications: Registered students will be given access to a section of the Blackboard Learning System for this course. Bb will be used as the primary mechanism to disseminate course information, including announcements, lecture slides, assignments, and grades.

Communication with the instructor on issues relating to the individual student should be conducted using CIS email, via telephone, or in person.