Record keeping and data management are essential to support the efficient and accountable performance of business and government. The Australian National University (ANU) is establishing a new program that provides people in government agencies with the critical skills they need to manage government information and records that keeps pace with international trends, and increasing technological change.

By using a holistic, systems-based approach to design, implementation and ongoing management of business systems and data, senior managers in the public sector will have a broad understanding of the technologies and processes that are available to strategically manage government information so that they can:

- lead organisational thinking for the strategic and technological management of these materials
- plan, organise and control the implementation of a systems-based approach to this management.

These short courses are designed for:

- Senior Executives
- Senior and Middle Managers
- Chief Information Officers
- IT Systems Managers
- Senior Admin Personnel in the public sector that drive and manage government information.

The courses cover:

- materials science and technology for records storage on paper and related media as well as preservation of digital archives
- managing information systems and technology for web design and management, electronic document management, and the strategic management of IT and innovation
- data mining and management for detailed analysis of large sets of data that needs to be managed, linked and aggregated
- information and public administration for a deeper understanding of the process of making government policy, as well as public sector management and reform in Australia and internationally.

Courses commence from July 2007. The first four modules being offered are:

1. Materials Science and Technology Requirements for Managing Records and Archives
2. Electronic Document Management
3. Information and Public Administration
4. Data Mining and Matching

Expressions of interest:
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Course Guide:
www.anu.edu.au/CSEM/SATOMGI.php

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