

Introduction

The adage “information is power” underscores the critical role of information in today’s world. Effective information management involves the planning, organizing, structuring, processing, regulating, evaluating, and reporting of information activities. This course aims to provide a deep understanding of information management and the strategies employed to handle it, enhancing organizational performance and achieving strategic goals.

Module 1: Fundamentals of Information Management

- **Definition and Scope:** Understanding what information management entails and its importance in organizational contexts.
- **Core Activities:** Exploring the key activities involved in information management, including planning, organizing, structuring, processing, regulating, evaluating, and reporting.

Module 2: Enhancing Organizational Performance

- **Utilizing Information:** Techniques to leverage information for improving organizational performance.
- **Forms of Information:** Differentiating between various forms of information and understanding their unique characteristics.
- **Data vs. Information:** Clarifying the distinction between ‘data’ and ‘information’ and exploring their lifecycles.

Module 3: Information Governance

- **Principles of Information Governance:** Understanding the principles that empower organizations to achieve their objectives efficiently.
- **Strategic Importance:** Examining how information governance serves as the backbone of an organization’s strategy.
- **Implementation:** Detailed steps on how to implement effective information governance to meet organizational goals.

Module 4: Measuring the Value of Information

- **Significance to Individuals and Society:** Assessing the importance of information based on its relevance to individuals and society.
- **Three Coined Terms:** Learning specific terms used to measure the importance of information in the modern world.
- **Market Relevance:** Identifying the characteristics that determine the relevance of information in any market.

Module 5: Information Systems

- **Computerized vs. Manual Systems:** Exploring the differences between computerized and manual information systems.
- **Information vs. Knowledge:** Distinguishing between 'information' and 'knowledge' and understanding their processing methods.
- **Record Management:** The importance of keeping records for legal and business purposes, and the concept of record management.

Module 6: Developing and Implementing Strategies

- **Strategy Development:** Steps involved in developing strategies for effective information management.
- **Implementation Stages:** Detailed stages of implementing these strategies within an organization.

Module 7: Computer Processing and Database Management

- **Processing Power:** Examining how computers process vast amounts of information and data.
- **Data Redundancy:** Understanding the concept of data redundancy and its implications.
- **Database Management:** Exploring database management systems, including data warehouses, data marts, and in-memory computing.
- **Data Manipulation Language:** Learning the specialized language used by database management systems to add, change, and delete data.

Module 8: Ethical and Legal Aspects

- **Moral Dimensions:** Understanding the five moral dimensions of the information age.
- **Legal Terms:** Learning the legal terms used to describe the exclusive rights given to creators and inventors for their creative inventions.

Conclusion

This course is designed for learners who aim to use information to achieve their desired goals, such as meeting business and organizational objectives. By mastering the skills of information management and protection, participants will be well-equipped to enhance their organization's performance and achieve strategic success.

Call to Action

Do you want to master the skill of information management and protection? Enroll and start this course today to unlock the full potential of information in achieving your organizational goals.
