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## Directory of Records – General

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### Office - Centre for Innovative Management

**Description of the Mandate and Function:**

The Centre for Innovative Management is a strategic business unit established by the University to manage its graduate programs in business and management. The Centre operates out of an office in St. Albert. The Centre administers Athabasca University's Master of Business Administration program, the Graduate Diploma in Management, the MBA Information Technology, and MBA Project Management.

**General Classes or Types of Information:**

- Student files
- Requests for program information
- Information relating to residential schools
- Information relating to marketing of programs and marketing plans
- Information relating to graduation
- Course production and materials
- Common administrative records, such as staff leave request forms, finance records such as cash receipts and expense claims, university committee meeting minutes, institutional reports, and general program and service information.

**PIB Titles:**

- Centre for Innovative Management - Academic Area - Core Faculty Talk Data Base
- Centre for Innovative Management - Administration - Database - Core Team Talk
- Centre for Innovative Management - Administration, Applied Projects
- Centre for Innovative Management - Administration - Database - Academic Departments, Central Calendar
- Centre for Innovative Management - Administration - Database - Academic Departments, CIM Contacts
- Centre for Innovative Management - Administration - Database - Academic Departments, Course, Coaches and Contracts
- Centre for Innovative Management - Administration - Database - Academic Departments, Evaluations
- Centre for Innovative Management - Administration - Database - Academic Departments, GMPC Talk
- Centre for Innovative Management - Administration - Database - Academic Departments, Personal Address Book
- Centre for Innovative Management - Administration - Database - Academic Departments, Personal Mail
- Centre for Innovative Management - Administration - Databases - Academic Departments, MD Registration ECampus
- Centre for Innovative Management - Admissions - Banner Manual

- Centre for Innovative Management - Admissions - Applied Project
- Centre for Innovative Management - Admissions - Electronic Elective
- Centre for Innovative Management - Admissions - Payment Information
- Centre for Innovative Management - Admissions - Residential Schools
- Centre for Innovative Management - Admissions - Scholarships
- Centre for Innovative Management - Admissions - Student Records
- Centre for Innovative Management - Alumni - Alumni Directory Database
- Centre for Innovative Management - Alumni - Alumni Profile and Bio Information
- Centre for Innovative Management - Alumni - Excel Graduate Lists
- Centre for Innovative Management - Alumni - Speakers Series and Dinner Event Planning Files
- Centre for Innovative Management - Corporate Relations - Corporate Contracts
- Centre for Innovative Management - Corporate Relations - Corporate Files
- Centre for Innovative Management - Corporate Relations - Committee Meetings
- Centre for Innovative Management - Corporate Relations - Leadership & Management Development Courses
- Centre for Innovative Management - Corporate Relations - Graduate Award Winners such as RBC
- Centre for Innovative Management - Corporate Relations - Student Lists
- Centre for Innovative Management - Corporate Relations - Alumni Lists
- Centre for Innovative Management - Corporate Relations - E-mail Correspondence
- Centre for Innovative Management - Corporate Relations - Corporate E-mails
- Centre for Innovative Management - Corporate Relations - Corporate Business Cards
- Centre for Innovative Management - Corporate Relations - Marketing Survey Information
- Centre for Innovative Management - Corporate Relations - CIM Staff Information
- Centre for Innovative Management - Corporate Relations - Alumni Student Event Files
- Centre for Innovative Management - Finance - Contracts for Services (Binders)
- Centre for Innovative Management - Finance - Database - CODA - Accounts Payable
- Centre for Innovative Management - Finance - Database - CODA - Financials - General Ledger
- Centre for Innovative Management - Finance - Database - Banner - Student Accounts Receivable
- Centre for Innovative Management - Finance - Expense Claims
- Centre for Innovative Management - Finance - Security Password List
- Centre for Innovative Management - Finance - Staff Advances
- Centre for Innovative Management - Finance - Staff Phone/Key List
- Centre for Innovative Management - Helpdesk - HEAT Tracking Software
- Centre for Innovative Management - Helpdesk - GWI Tracking Software
- Centre for Innovative Management - Helpdesk - Lotus Notes Personal Profiles Database
- Centre for Innovative Management - Helpdesk - Payroll Reconciliation 2006
- Centre for Innovative Management - Helpdesk - Employee Information
- Centre for Innovative Management - Learning Services - Course 2011(v.2.0) Database
- Centre for Innovative Management - Marketing - Banner Database
- Centre for Innovative Management - Marketing - Survey Database
- Centre for Innovative Management - Marketing - Website Releases - Banner Database
- Centre for Innovative Management - Systems - Administration Files
- Centre for Innovative Management - Systems - Student Personal Files

**Copies of Records Located:**

Registry, Finance, and other departments as required.

**Policy & Procedure Manuals, Guidelines, Handbooks, Etc.:**

- Student Handbook
- Coaches Handbook
- Program Brochures

**Remarks:**