



Asia Masters Center

Modern Technologies In Document Management & Electronic Archiving



Modern Technologies In Document Management & Electronic Archiving

➔ Course Objective

- Provide participants with methods of securing and archiving files and documents using the computer.
- By the end of this program, the participant will be able to:
- Secure and save files using the computer.
- Classification, cataloging and archiving of files electronically.
- Dealing with the environment of paperless organizations.

➔ Target Audience

- Archiving workers in general.
- Workers in the field of preservation, insurance, documents and accounts.
- Employees in the field of electronic archiving and protection.



Course Outline

- First day:
 - Rules imposed by the IT era.
 - Concept, securing and archiving documents.
 - Indexing and archiving technology.
 - Organizational aspects of archives, indexing and archival processes.
 - Methods of classification, numbering and indexing.
 - The use of computers in cataloging and archiving.
 - Electronic file security methods.
 - Paperless business organizations and electronic business systems.
 - Work laboratory for insurance, indexing and archiving operations.

- the second day:
 - Importance of office communications.
 - Characteristics of conservation personnel.
 - Dealing with office communications.
 - Origin and cycle of documents.
 - Archives supervision systems.
 - Classification, coding and indexing.
 - Using the computer in archiving.
 - Save and retrieve correspondence and documents.
 - Sorting, deporting and damaging archives.

- the third day:
- Modern techniques and devices in the field of trading, preservation and retrieval.
- Characteristics, elements and trends of electronic management.
- Electronic systems for electronic management.
- The features, elements and orientations of e-governance
- Characteristics of electronic management and the possibility of electronic transactions.
- Elements of electronic management: paperless management – management without rigid organizations – management without place – management without time.
- What are the specifications of the office manager and the secretary?
- Develop and develop an information security strategy in the face of potential threats.
- Information security policies.

- the fourth day:
- Key concepts in information security management.
- Some data protection methods.
- electronic archive.
- The concept of automated document processing system.
- Ways to save files.
- Classification and indexing of files.
- Strategic objectives of e-archiving.
- Objectives of electronic archiving within the organization.
- How the document and file processing system works.

- The fifth day:
- Features of automated document and file processing system.
- The general stages of implementing a project to convert a paper archive into an electronic archive.
- Practical case in electronic documentation and archiving.
- Computer applications and information confidentiality.
- Data protection through office software suite.
- Backup methods.
- Pretty Good Privacy (PGP) – PGP.
- E-mail protection.
- Antivirus.

➤ **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

➡ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.

Price (USD)

**Communicate with the training department
to know the participation fees**

➤ **There are offers and discounts for groups**

The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

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