



## Training Course Information Form

### Course Information

**Course Name:** Electronic Archiving

**Institute/Centre:** Port Training Institute      **Course Code:** C53

**Type:**  Program     Course     Workshop

**Course Duration:**  5 Days     3 Days     1 Days     Other

**Course Conducted:**  Local     International    Indicate: A.R.E

**Course Venue:** Anywhere

**Course Language:**  English     Arabic     Both     Other

### Course Description

#### Course Outlines:

1. Introduction to Electronic archiving.
2. How to deal with electronic documents.
3. Stages of electronic archiving.
4. Document security and authentication.
5. Application.

#### Course Objectives:

- Introduction to management of electronic content and dealing with electronic documents.

**Course Includes:**  Theoretical     Fire training module     Laboratory  
 Workshop     Site Visit

**Course Prerequisites:** Information Systems Analysis and Design (Level I)

**Who Should Attend:** Computer and Information systems departments or Top management

**No. of Participants/Course:**  5-10     10-15     15-20     Other

#### Qualifications of Participants:

- Above Intermediate.

**No. of Lecturer:**  1     2     5

**No. of Assistance:**  1     2     3

### *Course Facilities*

White Board     V. Projector     Data Show     PC     Manual  
 Books     Handouts     Flip Charts     S/W     Other

### *Course Evaluation*

Written Examination     Written Report(s)     Oral Presentation     Attendance  
 Delegates Participation

#### **Certificate Issue:**

Local Premises     AASTMT     International

### *Course Registration*

Admission and Registration

Department at the Port

#### **Registration:**

Training Institute

Online

Other

Beside Gate No. 27 - Outside

Customs Area, Alexandria Port

#### **Documents Required:**

Registration Form

ID/Passport Copy

Photo