Electronic workflow - course description

General information

Course name	Electronic workflow
Course ID	04.2-WE-BizEIP-EW-Er
Faculty	Faculty of Computer Science, Electrical Engineering and Automatics
Field of study	E-business
Education profile	practical
Level of studies	First-cycle Erasmus programme
Beginning semester	winter term 2021/2022

Course information

Semester	2
ECTS credits to win	4
Course type	obligatory
Teaching language	english
Author of syllabus	• dr inż. Robert Szulim

Classes forms

The class form	Hours per semester (full-time)	Hours per week (full-time)	Hours per semester (part-time)	Hours per week (part-time)	Form of assignment
Lecture	15	1	-	-	Credit with grade
Laboratory	30	2	-	-	Credit with grade

Aim of the course

To familiarize students with the most important issues related to the functioning of electronic document workflow systems. Discussion of the key features of this type of systems and indication of the benefits of their implementation and use in the company. To acquaint students with the most important information technologies used in document workflow systems. Discussion of examples of commercial solutions for document workflow management systems. Mastering the ability to prepare simple electronic document processing systems in an enterprise.

Prerequisites

Databases, Programming techniques, Computer networks.

Scope

Electronic document workflow systems in enterprises. Characteristics, tasks and examples of applications.

Corporate Document Management Systems.

Systems for collecting and processing digital content in enterprises (Enterprise Content Management).

Systems for sensitive documents (Records Management).

Problems of integration of classic document processing methods with modern information systems. Processing of paper documents into electronic form. Collection, processing and sharing of documents processed into electronic form.

Document scanning equipment. Techniques for recognizing the content of documents (OCR) and saving them to an electronic document.

Sending documents via email. Data security, encrypting the content of sent documents and electronic signature.

File sharing in local and wide area networks. Security issues.

Construction of systems supporting the processing of electronic documents cooperating with database systems.

Teaching methods

Lecture - conventional lecture using a video projector.
Laboratory - practical classes in the computer laboratory.

Learning outcomes and methods of theirs verification

Outcome description	Outcome symbols	Methods of verification	The class form
Knows the operation of basic services, subsystems and technologies used in electronic document processing systems		• a test with score scale	• Lecture
Is able to manage servers and services in the electronic document circulation system		• a test with score scale	• Laboratory
Knows the role and operation of electronic document circulation systems in an enterprise		• a test with score scale	• Lecture

Outcome description	Outcome symbols	Methods of verification	The class form
Can build a simple system for collecting documents electronically		• a test with score scale	• Lecture
Can build simple applications for recording sales documents (or other operations)		• a test with score scale	• Laboratory

Assignment conditions

Lecture - test in writing and / or oral, carried out at the end of the semester.

Laboratory - the final grade is the weighted sum of the grades obtained for the implementation of individual laboratory exercises.

Recommended reading

1. Avila C. A., EDI Concept (Electronic Data Interchange): Benefits of exchanging electronic documents and strategies for implementation, Independently published, 2018

2. Azad A., Implementing Electronic Document and Record Management Systems, Auerbach Publications, 2007

3. Smallwood R. F., Managing Electronic Records: Methods, Best Practices, and Technologies, Wiley, 2013

Further reading

1. Weisinger D., Alfresco 3 Records Management, Packt Publishing, 2011

2. Coventry P., Microsoft SharePoint 2013 Step by Step 1st Edition, Microsoft Press, 2013

Notes

Modified by dr inż. Robert Szulim (last modification: 12-07-2021 12:18)

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