



Administration and Secretarial



SCANDINAVIAN ACADEMY
Training and Development



Course: Strategies for the security of documents and electronic information

Code	City	hotel	Start	End	price	Hours
506	Casablanca (Morocco)	Hotel Meeting Room	2024-11-10	2024-11-14	3450 €	25

The Goals

- Learning Documentation and indexing, archiving, securing, and retrieving documents electronically.
- Learning to deal with Computer Applications
- Learn to use the computer at the conservation, recovery of the management and handling of documents.
- Learning means retrieving files
- Learn the rules of the establishment, preservation and handling and shredding official papers and methods of maintaining confidentiality

Outline

- IT rules
- Elements of the electronic management
- Electronic systems that are used in electronic administration.
- Electronic transactions
- Elements of the electronic management
- Specification office manager and secretary electronic
- The security of documents.
- Concepts and scientific terms.
- The historical development of the science of information security
- Information Security Policy
- The concept of information security management
- Safeguard and Insurance the documents and information
- The establishment of official papers
- Save documents
- Insurance documents
- Circulation of documents
- Get rid of official documents
- Data Protection
- Electronic archive
- Advantages of keeping information electronically
- Disadvantages of keeping information electronically
- Human errors



- Viruses and hacking
- Security programs
- Security requirements for those working in the field of documents.
- Backup
- Email Protection
- Viruses and hacking
- Security programs
- Security requirements for those working in the field of documents.
- Case Study



The Scandinavian Academy employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

- **Theoretical Lectures:**
 - We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.
- **Scientific Assessment:**
 - We evaluate trainees skills before and after the course to ensure their progress.
- **Brainstorming and Interaction:**
 - We encourage active participation through brainstorming sessions and applying concepts through role play.
- **Practical Cases:**
 - We provide practical cases that align with the scientific content and the participants specific needs.
- **Examinations:**
 - Tests are conducted at the end of the program to assess knowledge retention.
- **Educational Materials:**
 - We provide both printed and digital scientific and practical materials to participants.
- **Attendance and Final Result Reports:**
 - We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.
- **Professionals and Experts:**
 - The programs scientific content is prepared by the best professors and trainers in various fields.
- **Professional Completion Certificate:**
 - Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.
- **Program Timings:**
 - Training programs are held from 10:00 AM to 2:00 PM and include buffet sessions for light meals during lectures.