The name of the academic discipline:
"Electronic document management and organization of information interaction"

Specialty code and name	1- 26 03 01 Information Resource Management
Year of study	3
Semester of study	6
Number of in-class academic hours:	56
Lectures	32
Seminar classes	-
Practical classes	-
Laboratory classes	24
Form of the current assessment (*credit/ graded credit /exam*)	credit
Number of credit points	3
Competences	Mastering the academic discipline "Electronic document management and organization of information interaction" should ensure the following competencies: solve standard tasks of professional activity based on the use of information and communication technologies; be capable of self-development and improvement in professional activity; apply electronic document management in the process of organizing effective information interaction.

Summary of the academic discipline:

Introduction to electronic document management. Basic concepts of electronic document management (EDM). Concept of electronic document management: definition, goals and objectives. Advantages of EDM: process automation, cost reduction, increased efficiency.

Disadvantages of EDM: security risks, need for personnel training. History of EDM development: from paper documents to digital systems.

Possibilities of EDM: routing, access control, analytics. Electronic signature and its role in EDM. Types of electronic signatures: simple, enhanced unqualified, enhanced qualified. Examples of using ES in business and public administration: contracts, reporting, tenders. Security in electronic document management. Data protection methods: encryption, authentication, access control. Threats in EDM: data leaks, unauthorized access, fraud. Cloud technologies in EDM. Advantages of cloud solutions: scalability, availability, resource savings.