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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

# Course: Strategies for the security of documents and electronic information

| Code | City | hotel | Start | End | price | Language - Hours |
|---|---|---|---|---|---|---|
| AC-506SA | Jeddah | Hotel Meeting Room | 2027-09-19 | 2027-09-23 | 9950 SR | En - 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 for Training Center** adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

**Program Timings:  9:00 AM to 2:00 PM**

**The program includes:**

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

# Our Success Partners

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