

Electronic Information and Technology Systems Outline for Course

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1. Electronic Information as an Enterprise Challenge
 - a. The Proliferation of Electronic Information and Systems
 - b. The Electronic Records Life Cycle
 - c. The Dilemma of Managing Information in Multiple Formats
 - d. Defining An Electronic Record
 - e. Data vs Documents vs Records Within Enterprise-Wide IT Systems
2. IT Architectures Support Informational Content
 - a. Personal Computers and Office Suites
 - b. Electronic Mail Files, Messaging Systems and Archive Servers
 - c. Web Sites, Intranets, and Extranets
 - d. LAN Shares and Filing Systems
 - e. Electronic Content Management and Digital Imaging Systems
 - f. Electronic Records Management Systems and Software Modules
 - g. Database Management Systems and Applications
 - h. Workflow Applications and E-Commerce
 - i. Internal Networks, The Internet, and ASPs
 - j. Operating Systems and Records Storage
 - k. System Backups as Data Repositories
3. Metadata Creation and Management
 - a. Data About Data
 - b. Metadata Tools
 - c. Metadata Standards
 - d. Filing and Classification Systems
4. Data Formats for Information
 - a. Operating System Determinants
 - b. Office Suite Data Formats
 - c. Messaging Data Formats and Files
 - d. Adobe PDF as a Document “Standard”
 - e. CAD files as 3 Dimensional Vector Records
 - f. Scanned Records as Raster Image Files
 - g. HTML, XML, and Web Pages
 - h. Databases and Software Application Files
 - i. System Backup Data
 - j. Data Compression
 - k. Data Encryption
5. Media and Data Storage Methods
 - a. Magnetic Technologies and Media

- i. Floppies and Hard Drives
 - ii. Magnetic Backup Tapes
 - iii. Hard Disks
 - b. Optical Technologies and Media
 - i. CD-ROM and CD-R/W
 - ii. DVD and DVD-ROM
 - iii. Large Format Optical Disks
 - iv. Optical Tape
 - c. Solid State Technologies and Media
 - i. USB Drives
 - ii. Flash Drives and Media
- 6. Electronic Content and Records Systems
 - a. Electronic Imaging Systems
 - b. Electronic Content Management Systems
 - c. Electronic Record-Keeping Software Functionality
 - d. Software Vendors and the Marketplace for Software Products
 - e. Typical Vendors and Products Found in Office Environments
- 7. Digital Preservation
 - a. Managing Software Technology Obsolescence
 - b. Digital File Formats and Future Use of Data
 - c. Data Migration Strategies Enterprise Information Preservation
- 8. Information Management for the Modern Workplace