

Tárgytematika / Course Description

Document Management Systems

GKNM_INTA071

Tárgyfelelős neve /

Teacher's name: dr. Erdős Ferenc

Félév / Semester: 2022/23/2

Beszámolási forma /

Assesment: Vizsga

Tárgy heti óraszám /

Teaching hours(week): 2/0/0

Tárgy féléves óraszám /

Teaching hours(sem.): 0/0/0

OKTATÁS CÉLJA / AIM OF THE COURSE

The aim of the course is to teach the necessary technical knowledge and skills to manage the content of enterprise-wide websites and intranets, and to extend the student's knowledge and experience of managerial issues affecting the development of large-scale information and content management systems, including relevant legal, social, ethical and professional issues.

TANTÁRGY TARTALMA / DESCRIPTION

- 1-2. Fundamentals of a Content Management System
3. History of ECM and Document Management
4. Document Management vs. Content Management Systems
5. Types of Content Management Systems
6. Components of ECM
- 7-8. Web content management
- 9-10. Specialized content management
11. DMS and CMS market, software selection
- 12-14. Best Practices of CMS

SZÁMONKÉRÉSI ÉS ÉRTÉKELÉSI RENDSZERE / ASSESSMENT'S METHOD

Students will get marks based on the written final exam.

Grades and scale:

0%-50% Fail

50%–65% Pass

65%–80% Satisfactory

80%–90% Good

90%–100% Excellent

KÖTELEZŐ IRODALOM / OBLIGATORY MATERIAL

vom Brocke, Jan – Simons, Alexander (Eds.): Enterprise Content Management in Information Systems Research: Foundations, Methods and Cases. Springer. (2014)

Hullavarad, S. – O'Hare, R. – Roy, A. K.: Enterprise Content Management solutions – Roadmap strategy and implementation challenges. International Journal of Information Management, 35(2), pp. 260–265. (2015).

Smallwood, R. F. – Williams, R. F.: Managing Electronic Records: Methods, Best Practices, and Technologies. Wiley. (2013).

Ali, R. N., Abdullayev, V. H., & Abbasova, V. S. Analysis of Main Requirements for Electronic Document Management Systems. ScienceRise, (1), 28-31. (2020)