

Course No: **ITMS4203**
Course Title: **Electronic Document Management**
Date: **28/03/2011**
No. of Questions: **(5)**
Time: **11:00am – 12:00pm**

University of Palestine



Midterm Exam
2^{ne} Semester 2010/2011

Instructor: **Dr. Naji Shukri Alzaza**

Student No.: _____

Student Name: _____

College Name: _____

Dept. / Specialist: _____

Total Grade: (22) Marks

YOU HAVE TO ANSWER ALL QUESTIONS

Q1: Identify which statement is true (True) and which is not (False), then correct the wrong statements. (5 Marks)

1. _____ Electronic Documents can be updated on the fly.
2. _____ Document imaging and document management technologies are today collectively referred to as EDM.
3. _____ An EDM system must have a method of converting documents into digital form, i.e. Capturing.
4. _____ Security is just to keep e-documents away from hackers and disasters.
5. _____ A published document for e-document distribution has to be in a format that can not be easily altered.

Q2: Define the following terms: (2 Marks)

1. Electronic Document Management (EDM).

2. Optical Character Recognition (OCR)

Course No: **ITMS4203**
Course Title: **Electronic Document Management**
Date: **28/03/2011**
No. of Questions: **(5)**
Time: **11:00am – 12:00pm**

University of Palestine



Midterm Exam
2^{ne} Semester 2010/2011

Instructor: **Dr. Naji Shukri Alzaza**

Student No.: _____

Student Name: _____

College Name: _____

Dept. / Specialist: _____

Total Grade: (22) Marks

Q3: List 5 benefits of EDM. (5 Marks)

- 1.
- 2.
- 3.
- 4.
- 5.

Q4: Describe the following EDM issues: (8 Marks)

1. Archiving
2. Workflow
3. Intelligent Character Recognition (ICR)
4. Metadata

Q5: There are some kind of relationships between Content Management System, Electronic Management System, and the Enterprise Management System. Draw these relationships based on your view. (2 Marks)