

University of Palestine



Course Title: **Electronic Document and Records Management Systems**

Date: **11/3/2018**

No. of Questions: **4**

Time: **1 hour**

2nd Semester. 2017/2018
Midterm Exam 1

Lecturer Name: **Dr. Mohammed Shbier**

College Name: _____

Dep. / Specialist: _____

Total Grade: **20**

Using Calculator : **No**

Student Name: _____

Student No: _____

Dear students,

First of all you should to read carefully through all the exam questions, and then you have to attempt the questions that you think you can answer completely.

This exam contains **FOUR (4)** questions in **THREE (3)** printed pages include the cover page.

Answer all question in the space provided.

Good luck & best wishes

FOR INSTRUCTOR USE ONLY

Question 1	Question 2	Question 3	Question 4	Total

Notes:

Signature: _____

Q1: Specify whether the following statements are True or False**(5 Marks)**

- | | |
|-----|---|
| () | 1. The cavemen, used to draw pictures on the walls of their caves, depicting events of their times |
| () | 2. Egyptian hieroglyphics are example of primitive record keeping |
| () | 3. In the 1980s, most of the systems available where Document Image Processing (DIP) systems |
| () | 4. A record define as "a piece of written, printed, or electronic matter that provides information or evidence" |
| () | 5. A crucial difference between documents and records is that records can change, whereas documents do not and must not, change |
| () | 6. Workflow enable the record to move around the organization for processing |
| () | 7. business process reengineering tool is future market trends of RDMS |
| () | 8. Check-In and Check-Out is one of the basic component of RDMS |
| () | 9. There are not legal requirements that need to be followed regarding the recording of documents and records |
| () | 10. Arabic OCR is more accurate than English OCR |

Q2) What are the fowling Acronyms stands for?**(5 Marks)**

Acronyms	Actual Words
EDRMS	
DIP	
ECM	
OCR	
ISO	

