

Документ подписан простой электронной подписью
 Информация о владельце:
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 Должность: и.о. директора Института цифрового развития
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Discipline annotation

Discipline name Защищенный электронный документооборот / Protected electronic document flow	
Summary	Main objects of automation of documentation management. Main threats to information in electronic document flow systems. Staff access to confidential information. Procedure of protected electronic document flow at the enterprise. The procedure for setting up electronic document flow systems for the structure of the organization. Modern electronic systems for documents operation and management. Procedure for protecting information in the "Delo" electronic document flow system. Analysis of the requirements of normative and methodological documents for organizing an information security system (ISS) in the organization's IS. Pre-project analysis of the information system of the organization. Adaptation procedure for the basic set of measures to protect information. The procedure for clarifying an adapted set of measures to protect information in the organization's IS. Identification of current threats to the organization's IS. The procedure for the selection of technical means for the implementation of technical measures to protect information. Developing a technical assignment for information security tools in a secure document flow system. Evaluation of the efficiency of the information security system in the IS of the organization. The procedure for organizing the department of confidential records management.
Learning outcomes of the discipline	- fully develops documents defining the rules and procedures for managing the information security system - is fully guided in his professional activities by regulatory legal acts in the field of information protection
Workload, c. u.	4 c. u.
Reporting Forms	Graded - 6th semester
List of essential and supplementary literature necessary for mastering the discipline	
Essential literature	1 Eliseev, N. A. Part 1: Protection and processing of confidential documents. Part 1 / Eliseev N. A., Paraskevopulo Yu. G., Tretyakov D. V.: Course of lectures, Part 1 // Protection and processing of confidential documents / Eliseev N. A., Paraskevopulo Yu. G., Tretyakov D.V. - St. Petersburg: PGUPS, 2019, unlimited copies. 2 Kondratieva, T. M. Protection and processing of confidential documents. Part 1. The theory of constructing a projection drawing / Electronic source: Textbook / T. M. Kondratieva, T. V. Mitina, M. V. Tsareva. - Protection and processing of confidential documents. Part 1. The theory of building a projection drawing, 2024-07-01. - Moscow: Moscow State University of Civil Engineering, IPR Media, ASV ELS, 2020. - 290 p. - The book is in the premium version of IPR BOOKS ELS. - ISBN 978-5-7264-1234-4, unlimited copies.
Supplementary literature	Protection and processing of confidential documents: laboratory workshop: workshop / ed. by S. V. Govorova; Ministry of Education and Science of the Russian Federation; Federal State Autonomous Educational Institution of Higher Education "North Caucasus Federal University". - Stavropol: NCFU, 2019. - 223 p.: ill. - http://biblioclub.ru/ . - Bibliography in the book - Stavropol: NCFU, 2016. - 116 p., unlimited copies