

# 3 Day UCLA Extension Course

## Document Imaging, Document Management, & DVD

Three days, Winter 2000: Thursday, January 27, 1:00 PM to 9:00 PM, Friday, January 28, 10:00 AM to 8:00 PM, and Saturday, January 29, 9:00 AM to 5:00 PM, 2000, location TBA. Courses are also planned for Thursday, March 30, through Saturday, April 1, 2000 and for Thursday, June 22 through Saturday, June 24, 2000. The course is generally offered every quarter.

**This course is for** managers who have been assigned to manage a document imaging system or digital library, and must start immediately. Students will gain an understanding of how document imaging can be used and managed in both small and large-scale organizations. Document imaging is the process of taking documents out of file cabinets, and off shelves, and storing them in a computer. This course provides an understanding of the details that there is often no time to review in the rush to implement a system. The course content is intended to be useful to students in their professional work for twenty years into the future and is also intended to be useful for planning to preserve digital documents forever. Students will learn about the technology of scanning, importing, transmitting, organizing, indexing, storing, protecting, locating, retrieving, viewing, printing, and preserving documents for document imaging systems and digital libraries. Image and document formats, metadata, multimedia, rich text, PDF (Portable Document Format), GIS (Geographic Information Systems), CAD (Computer Aided Design), virtual reality indices, image enabled databases, and knowledge management will be discussed. System design issues in hardware, software, ergonomics, and workflow will be covered. Emerging technologies such as the DVD Digital Video Disk and very high speed Internet, intranet, and extranet links and protocols will be discussed. The course will include the DVD's role in completing the merging of the PC and television, the merging of telephony, cable, and the Internet, the merging of home and office, the merging of business and entertainment, and the management of the resulting document types. Many professionals including records managers, librarians, and archivists work with document management issues every day. While not limited to these professionals, this course builds on the broad range of tools and techniques that exist in these professions. The class content is designed so that students can benefit from each part of the class without fully understanding every technical detail presented. This course is designed for non-technical professionals. Several system designs will be done based on system requirements provided by the students. System designs are done to provide an understanding of the design process, not to provide guaranteed solutions to specific problems. There is no hands-on use of scanning equipment. The course will improve the ability of non-technical managers to participate in, and to direct, technical discussions. The UCLA Extension Catalog is at: <http://www.UnEx.UCLA.edu/catalog/> Please use the search keywords "document imaging document management". Course number 814.14 Reg # D9956U. Cost: US\$ 395. Please call +1 310-825-9971 to register by phone. Please call +1 310-937-7000 for questions about course content. Please call +1 310-825-4100 for enrollment questions.

Most instruction materials are available free at <http://www.ArchiveBuilders.com/abpapers.html> (The materials are updated from time to time, please check version numbers.)

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If the class location is on campus: overnight accommodations: on/next to campus: UCLA Guest House +1 310-825-2923 Single/Double \$84/\$89, UCLA Tiverton House +1 310-794-0151 \$84/89, Hilgard House +1 310-208-3945 \$94/\$99 (UCLA rate); near campus, shuttle to UCLA: Summit Hotel Bel Air +1 310-476-6571 \$105 (UCLA rate), Brentwood Holiday Inn +1 310-476-6411 \$99 (UCLA rate), Westwood Doubletree +1 310-475-8711 \$102/\$112 (UCLA rate) For hotels, transportation, restraints, see also <http://www.unex.ucla.edu/shortcourses/> Prices subject to change without notice.

The instructor has taught classes similar to this course to document imaging users and managers, to digital projects librarians in Singapore, in legal records management, and to various industry groups. He has worked in digital document management and document imaging for eighteen years. His experience in the application of document management and document imaging in industry includes: aerospace, banking, manufacturing, natural resources, petroleum refining, transportation, energy, federal, state, and local government, civil engineering, utilities, entertainment, commercial records centers, archives, non-profit development, education, and administrative, engineering, production, legal, and medical records management. At the same time, he has worked in product management for hypertext, for windows based user interface systems, for computer displays, for engineering drawing, letter size, microform, and color scanning, and for xerographic, photographic, newspaper, engineering drawing, and color printing.

In addition, the instructor has nine years of experience in data center operations and database and computer communications systems design, programming, testing, and software configuration management. He has an MLS Specialization in Information Science and an MBA with a concentration in Computer and Information Systems from UCLA, a California Adult Education teaching credential, and a BA in Computer Science from the University of Wisconsin at Madison. His industry certifications include: the CDIA (Certified Document Imaging System Architect), the AIIM Master, and AIIM Laureate, of Information Technologies (from AIIM International, the Association of Information and Image Management, [www.AIIM.org](http://www.AIIM.org)), and the CRM (Certified Records Manager) (from the ICRM, the Institute of Certified Records Managers, an affiliate of ARMA International, the Association of Records Managers and Administrators, [www.ARMA.org](http://www.ARMA.org)).<sup>28995v084</sup>