

Duration: 2 hours

Course level: Introductory

Delivery method: Online

“More than 75% of Chief Information Officers believe an integrated information management strategy will help their organisation achieve successful business outcomes.”

Accenture, CIO Survey: Information Management Trends, September 2006.

Introduction

Recent advances in IT and communications technology mean organisations can access more information than ever before. In order to take advantage of these changes, organisations need to develop and maintain effective systems for storing and accessing information.

Maintaining Information Systems looks at why businesses record and store information. It explores the different storage solutions available and considers how information can be organised effectively so that people can find what they need quickly and easily.

Who is the course for?

Maintaining Information Systems is for people who are likely to become line managers. It is also suitable for those who are already in post, but have had little or no formal training and limited work experience.

The course does not focus on a particular industry or sector, but it is particularly appropriate for growing businesses of any size. There are no formal entry requirements and the course assumes no specialist knowledge.

The easy to follow, step-by-step format of this course means participants can work at their own pace, making it ideal for anyone new to the subject.

What will you get from this course?

When you have completed this course you will be able to:

- describe the legal and organisational reasons why businesses record and store information
- describe different methods of paper-based and electronic storage
- understand how to organise information using techniques such as structuring, indexing, cross-referencing and searching
- identify the different measures you can take to protect information
- understand the legal implications of keeping information secure.

Course features

Maintaining Information Systems will give you a theoretical introduction to understanding and analysing business information.

The course consists of a series of case studies, and simple exercises such as multiple choice and true or false questions. After each exercise you'll be given feedback on how you've done.

An audio soundtrack delivers most of the content, with simple graphics and on-screen text summarising the key points.

You can print a transcript of each screen's audio component for future reference. The course also includes a glossary of business terms, an alphabetical list of business "thought leaders", and a resources section featuring links to useful online business resources.

You can start this online course straight away and work on it at any time, provided you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

Other courses you might be interested in

Using Information for Decisions
Implementing Change
Performance Indicators

Course code: 100594BT048

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