



COR Concepts
Information Management
Consulting

Duration: 2 days
Course ID: ERM006

Introduction

This course is aligned to SAQA Unit Standard 117925, NQF Level 2, Credits 3.

It is designed to teach individuals the (Information and Communication Technologies) knowledge, skills, and competencies required in the modern workplace, and to effectively communicate with ICT professionals.

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IT FOR RECORDS PROFESSIONALS TRAINING

Facilitators:

COR Concepts facilitators are all specialists in the field of Document, Records and Information Management. They all have extensive experience in the field of Document & Records Management and draw on best practice as developed by organizations such as ISO, AIRM and ARMA to ensure that course content is up to date and as practical as possible.

Who Should Attend:

- Records Managers
- Assistant Record Managers
- Document Managers
- Administrative Records
- Department Manager

Objectives:

The focus is on how to improve and develop your knowledge around ICT (Information and Communication Technologies). Your knowledge of these concepts is essential for your communication with your IT professionals.

Outcomes:

Extensive knowledge and skill will be obtained by attending this 2-day course to get you ahead in the field of Records Management.

Benefits:

- Gain knowledge of ICT terminology, concepts and components.
- Engage with ICT personnel with a far greater level of confidence.
- Reduce risk to the organisation through better knowledge of ICT threats.
- Minimizing physical storage requirements by facilitating the move to electronic record keeping.

Outline:

Components of Information and Communication Technologies (ICT)

- Types of computers are described in terms of their size, application, and relation to each other.
- The components of a personal computer are described in terms of their role in the system as a whole is described.
- The major components of ICT are described in terms of their relationship to each other.
- Understand key concepts relating to ICT, computers, devices and software.
- Components of Information and Communication Technologies (ICT).
- Principles of Information security are described.
- How computers support organisational activities
- Overview of software development and implementation options (open source, in-house development, Commercial Off The Shelf (COTS), Integration, configuration.

Hardware components of a personal computer:

- Hardware components of a personal computer
- The Central Processing Unit (CPU) is described in terms of its purpose and functions.
- The Memory of a personal computer is defined in terms of memory size, the types of memory and their purpose.
- Input devices are identified and described in terms of their purpose and functions.
- Output devices are identified and described in terms of the variety, their purpose and functions.
- Input/output devices are identified and described in terms of their purpose and function.
- Storage devices are identified and described in terms of their purpose, capacity and functioning.

COURSE OUTLINE



- Different storage mediums are identified.
- Electronic Document and Records Management storage.
- Understand the importance of protecting data and devices from malware, and the importance of backing up data.
- Backups and Disaster Recovery are explained.
- Principles of Organising information for retrieval are defined.

Software components:

- Software for personal computers
- Applications software is defined and examples of applications software types and the specific application for each is described.
- Operating system software is defined in terms of its function, providing examples of current OS software commonly in use.
- The types of software are described in terms of purpose.
- Databases and Business Systems are described.
- e-mail principles.



Information networks in relation to ICT:

- "Data communication" is defined in terms of its different forms of data communication and examples given.
- The networking of computers is explained in terms of its use, advantages and disadvantages.
- Understand network concepts and connection options and be able to connect to a network.
- The terms LAN and WAN are explained in terms of their scope and usage.
- Different types of telephone network connections used for access to the Internet are explained with examples.
- Differences between Intranet, Extranets, and Internet are discussed.
- Cloud computing options are explained.



Ergonomic principles for computer workstations:

- The ergonomic principles for computer workstations are explained in terms of their application and purpose.
- Environmental conditions relating to ergonomics of computer workstations are explained in terms of their impact on personal wellbeing.

Health and safety when working with computers:

- Current legislation related to health and safety in the ICT environment are identified and explained with examples.
- Personal injuries related to incorrect ergonomics when working with computers are explained with examples.
- Common precautions that can be taken when working with computers are explained in terms of how they ensure safe working environment.
- ICT working practices are explained in terms of ways to minimise the effect of working practices on the immediate environment.

A computer workstation is set up taking ergonomic principles and health and safety issues into account:

- The computer workstation is set up taking ergonomic principles into account.
- A computer workstation is set up taking health and safety issues into account.
- Start up and shut down a computer.
- Work effectively on the computer desktop using icons, windows.
- Adjust the main operating system settings and use built-in help features.
- Create a simple document and print an output.
- Know about the main concepts of file management and be able to efficiently organise files and folders.

REGISTER TODAY!

Call: +27 12 003 6637 or +27 83 651 7600 or

Complete the registration form and e-mail to gerry@corconcepts.co.za

REGISTRATION INFORMATION



Company Name:				VAT No.:	
Postal Address:					
Telephone No.:				Fax No.:	
E-mail Address:				Purchase Order No.:	
No.	Title	Delegate Name	Designation	E-mail	Cell No.
1.					
☐ Yes, please update me with relevant information					
No.	Title	Delegate Name	Designation	E-mail	Cell No.
2.					
☐ Yes, please update me with relevant information					
No.	Title	Delegate Name	Designation	E-mail	Cell No.
3.					
☐ Yes, please update me with relevant information					
No.	Title	Delegate Name	Designation	E-mail	Cell No.
4.					
☐ Yes, please update me with relevant information					
No.	Title	Delegate Name	Designation	E-mail	Cell No.
5.					
☐ Yes, please update me with relevant information					

COR Concepts Cancellation and Postponement Policy

In the event that COR Concepts cancels an event, delegate payments will be refunded. In the event that COR Concepts postpones an event, delegate payments at the postponement date will be credited towards the rescheduled date. If the delegate is unable to attend the rescheduled event, the delegate will receive a 100% credit representing payments made towards a future event. This credit will be available for up to one (1) year from the date of issuance. No refunds will be available for postponements. COR Concepts is not responsible for any loss or damage as a result of a substitution, alteration or postponement of an event. COR Concepts shall assume no liability whatsoever in the event this training course is rescheduled or postponed due to fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of this training course impracticable or impossible. For purposes of this clause, a fortuitous event shall include, but not be limited to: war, fire, labour strike, extreme weather or other emergency.

TERMS AND CONDITIONS

Delegate Cancellations

All delegate cancellations must be received in writing and are subject to the following conditions:

- For any cancellations received 20 working days before the start of the training course, COR Concepts will issue 100% credit for the value paid to be used for up to one year from the date of issue for any further COR Concepts training course;
- For any cancellation received less than 20 working days before the date of the training course, the full fee will be payable and no refunds or credit notes will be given;
- If a registered delegate does not cancel and fails to attend the training course, this will be treated as a cancellation and no refund or credit note will be issued;
- Delegate substitutions are welcome. Please notify us 5 days before the event.

Payment Method : Direct Deposit

An invoice will be generated once the registration form is received.

Confirmation

Your registration will only be confirmed once payment is received and may be subject to cancellation.

Right of Admission

COR Concepts reserves the right to refuse admission to the training course where evidence of full payment cannot be shown.

Delegate Substitutions

Delegate substitutions are welcomed at any time and do not incur any additional charges. Please notify us in writing of any such changes.

Application for Registration & Acceptance of Terms & Conditions

I acknowledge that I have read and understood all of the Payment Methods, Policies and Terms and Conditions (including payment terms) and hereby apply for registration on behalf of myself (if a single delegate) or on behalf of the under mentioned organization which I am duly authorised to represent.

Name: _____

Organization : _____

Job Title: _____

E-mail: _____

Signature : _____ Date : _____



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