SA BUSINESS SCHOOL

Lead change. Build stronger teams. Drive lasting impact.



BUSINESS INFORMATION SYSTEMS

COURSE OUTLINE

UNIT STANDARD
13933; 14340

This course introduces learners to archiving information in business environments, developing skills and knowledge to improve workplace competence, employability, performance and support further learning.

PLAN, MONITOR AND CONTROL AN INFORMATION SYSTEM IN A BUSINESS ENVIRONMENT

(Unit Standard 13933)

- Planning and implementing a storage and retrieval system
- Monitoring the booking of items in and out of systems
- Classifying and cross-referencing complex information
- Updating storage and retrieval systems

MAINTAIN AN EXISTING INFORMATION SYSTEM IN A BUSINESS ENVIRONMENT

(Unit Standard 14340)

- Storing and retrieving information using an established storage system
- Filing paper-based or electronic documentation or books, magazines and other reference material
- Booking items in and out of the system and tracing missing items
- Classifying and cross-referencing simple information
- Understanding the significance of maintaining confidentiality

DURATION
3 DAYS

CREDITS
7 CREDITS

DELIVERY METHOD
ONLINE, BLENDED AND INSTRUCTOR-LED LEARNING