

Maintaining Information Systems

Course length: 3 hours*

Course Code: 100594BT048

This course will help you to organise your paper and electronic files more effectively.

Benefits for the Learner

Advances in IT mean that you have more information at your fingertips than ever before – but the information is only useful to you if you have the systems in place to manage, access and safeguard it!

This course explores different systems for managing and storing paper-based and electronic information, and shows you how to organise information so that you can find what you need, when you need it. You'll learn how to keep your records safe and confidential and how to handle personal information in compliance with the Data Protection Act.

Benefits for the Business

So much data and information is now available that, without proper training on managing, accessing, storing and safeguarding it, your business could suffer.

A report published by Reuters Business Information found that one in five senior managers feel that a substantial amount of time is wasted collecting and searching for information. Worse still, handle data inappropriately and your business could fall foul of the law. Failure to comply with The Data Protection Act 1998 could mean your business runs the risk of prosecution by The Information Commissioner and a fine of up to £5000.

This course gives managers a practical guide to dealing with paper-based and electronic information efficiently and, most importantly, legally.

What You Get From This Course

Having completed this course, you will be able to:

- Identify different storage systems available
- Organise information
- Protect information and keep it secure
- Comply with the Data Protection Act

What Does the Course Cover?

- Why keep records?
- Storing information
- Organising information
- Keeping records safe

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 3 hours to complete.

*Courses are accessible for six months from the date of purchase.