



## Certificate Program in Technology

In every workplace you are required to identify and keep records. The records that you are required to keep will be determined by your job tasks. This course will discuss and provide examples and formative assessments for a range of commonly used records such as physical records, preparing and processing basic financial transactions, establishing and reconciling preparing invoices.

### Objectives:

- Identify Records
  - Physical Records
  - Financial records
  - Legislative Reporting Requirements
  - Filing systems
- Collect and Assess Information
  - Methods for collecting information
  - Essential information
  - Review information needs
  - How information is organised and presented
  - How information is used/assessed for value
  - How information is maintained, updated and stored
  - Identifying future information needs
- Confident About your skill level in the workplace

**Podar Enterprise**

Podar Chambers, S. A. Brelvi Road  
Fort, Mumbai - 400001, MH, India

**t:** +91 22 4051 5253 | **m:** +91 9167 177 229

**e:** [eduspace@podarenterprise.com](mailto:eduspace@podarenterprise.com)

[eduspace.PodarEnterprise.com](http://eduspace.PodarEnterprise.com)