



Capturing and Sharing Documents

This certificate of specialisation is an ideal fit for anyone who:

- Creates, receives or shares information
- Needs to collaborate to create content
- Wants to ensure that information is complete, correct, and reliable
- Needs to convert paper documents or records to digital

Upon completion, you will know how to:

- Create and capture business information according to business requirements
- Develop a strategy for effective capture of paper and digital documents and records
- Determine the appropriate system of record for a particular process or business context
- Develop effective collaboration processes



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