

AIIM Training

On-line Training Programmes

How do the online courses work?

Each online module is 60-90 minutes in length and combines audio and PowerPoint, delivered via your Web browser. You may start, pause or stop the module at any time to review materials at your own pace. You can also view a module multiple times to ensure mastery of content. Downloadable hand-out materials and additional links and resources accompany each course.

Each module for online students includes an exam covering the content presented, while classroom students have one large exam covering all relevant modules. Participants must successfully complete the assessment to earn the Certificate of Completion. All questions are covered within the course material.

It is important to take the exam only when you feel comfortable with the content to ensure a passing score. Each course enrolment allows 3 opportunities to take and pass the exam.

Upon completion of passing the course assessment (grade of 70% or higher), participants earn a Certificate of Completion.

Participants that successfully progress through all modules in the certificate track earn the highly regarded AIIM Specialist and Masters designations.

Please contact training@aiim.org if you experience any problems and our IT support will work with you to resolve your problem.



All AIIM courses are available on an On-line.

- Enterprise Content Management Certificate Programme (ECM)
- Electronic Records Management Certificate Programme (ERM)
- Business Process Management Certificate Programme (BPM)
- Taxonomy and Metadata Certificate Programme
- Information Governance
- Managing Records & eDiscovery with SharePoint 2013
- Process Improvement
- Managing Content in the Cloud
- Foundations of Intelligent Information Management
- Technical Courses
- Practical Artificial Intelligence

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Do you have any Questions?

Please contact Datacentrix to get an answer to your question.

All emails are answered within 1 business day.

Register for a class today!

Course pricing, detailed curriculum and enrolment are just a click away.

Click Here

Talk to one of our education counsellors:

Carol Masondo
087 741 8806
cmasondo@datacentrix.co.za

AIIM is the global community of information professionals. We provide the education, research and certification that information professionals need to manage and share information assets in an era of mobile, social, cloud and big data.

For a wealth of information please go to www.aiim.org



Is there a form to use to register for online courses?

Click here to access the PDF form: [Registration Form - Online Course](#)

What forms of payment do you accept?

Datacentrix only accept payment by invoice. Please mail your completed registration form to cmasondo@datacentrix.co.za. Payment needs to be confirmed before access to course material is granted. Therefore, it may take up to 10 working days for your course to appear in your account on the AIIM website. You can speed the process up by mailing your proof of payment to one of the email addresses above.

How do I purchase a course for another member of my company?

Please complete a Registration Form - Online Course for each person you would like to register for a course. When mailing these forms to the Datacentrix training department Carol please confirm in the mail whether they should all be invoiced together or individually.

Are there discounts for signing up several staff from the same company?

Yes, Datacentrix offers 5% discounts for 10+ registrations for online courses. Please contact cmasondo@datacentrix.co.za to discuss this.

When do I get access to the online training materials?

Students get access to the online training materials as soon as payment has been received by Datacentrix. This means that it might take a few business days depending on your method of payment and the bank which payment is made from.

What are the payment terms and conditions?

The invoice constitutes a legally binding contract and since an invoice has already been raised, the invoice will have to be honoured. Also as per the Terms and Conditions, should you be unable to attend, a replacement delegate is welcome.

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