

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 Practitioner and Specialist designations.

What are the system requirements?

Microsoft Windows 98, NT, 2000, XP or Vista.

The basic PC requirements to view courses are: 350mhz Pentium-II, 64 MB RAM, 56k dial-up connection, Internet Explorer 5.0 or greater with javascript enabled and pop-ups disabled, soundcard with speakers and Flash 5, 6, or 7 player. Although most computers are equipped with these items, you may wish to check with your IT department to ensure that your computer is ready to go.

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 basis. However, please note that ONLY Practitioners and Specialist certifications can be achieved this way. For Masters Certifications, you have to attend a class based course.

- Enterprise Content Management Certificate Programme (ECM)
- Electronic Records Management Certificate Programme (ERM)
- Business Process Management Certificate Programme (BPM)
- SharePoint for ECM Certificate Programme
- SharePoint for Collaboration Certificate Programme
- Taxonomy and Metadata Certificate Programme
- Social Media Governance Certificate Programme
- Information Governance
- Managing Records & eDiscovery with SharePoint 2013
- Process Improvement
- Managing Content in the Cloud
- Capture and Imaging

Also remember you can do the **Certified Information Professional** by writing your exam at a Prometric centre.

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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.

<http://www.cvent.com/d/44ql3w/4W>

Talk to one of our education counsellors:

Lidia Basson
087 741 8801
lbasson@datacentrix.co.za

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 lbasson@datacentrix.co.za or cmasondo@datacentrix.co.za and they will raise an invoice and forward it back to you. 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 (Lidia or 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 lbasson@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?

Please refer to the Terms & Conditions page of this website. Alternatively we are happy to email a copy to you.

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