A LDI Training Course

Modern Office Management and Electronic Filing Systems

*File and Information Management Know-how
for Secretaries and Administration Staff*

Ir. Rudianto Prabowo, MSIS.

Course Objectives

As we move toward the digital era, companies are facing two pressing changes that challenge their very survival. Firstly, firms are beginning to realize their growing dependence on information. Secondly, they have to deal with the need to digitize their administration activities to become more efficient and effective.

This course will equip secretaries and office administrators with practical knowledge and useful tips for the future by providing practical guidelines for effective office information systems.

What You'll Learn
- Appreciate the information processing role of office work
- Design, evaluate and improve office document flow, forms and reports
- Managing files and archives more effectively
- Understand the concept of electronic filing systems
- Master tips and tricks to manage electronic files
- Use of computers as an aid for administrative work

Course Outline

INTRODUCTION
- Office as Information Systems
- The Information Processing Life Cycle

ORGANIZATION AS INFORMATION PROCESSING STRUCTURE
- Types of Organization Structure
- Understanding Organization as Information Processing Systems

DOCUMENT FLOW, FORMS AND REPORTS
- Designing Document Flow
- Designing Forms and Reports
- Managing Files

ELECTRONIC FILING SYSTEMS
- Storage Technologies
- Types of Electronic Files
- Using Computer for Administrative Work
- Internet Technology and its Application

EXERCISES USING PC's
- Getting Familiar with Electronic Files
- Using Computer for Administrative Work

Course Methodology

This course consists of lectures, discussions, cases and exercises using personal computers.

Who Should Attend

- Office and administration managers and supervisors
- Secretaries and administration staff
- Human resource professionals
- File management specialists
- Office automation specialists
- Anyone who is responsible for office information processing activities

About Your Course Leader

Ir. Rudianto Prabowo, MSIS. has a Master degree in Information Systems from University of Pittsburgh in the US and a degree in Civil Engineering from Universitas Parahyangan in Bandung.

Throughout his career, he has been extensively active in the construction and information technology industries as a Civil Engineer, Construction Manager, Management Consultant as well as a Lecturer.

His teaching assignments include conducting courses for the Executive MBA Programs in LPPM and IPMI, and various highly effective training programs for leading national and multinational corporations. Mr. Prabowo is a member of the Association of Computing Machinery.

Computers will be used to support learning

Enrollment Information
PT. Loka Datamas Indah
LDI Training

Phone	:	+62 21 6326911
Fax	:	+62 21 6305074
E-mail	:	Lditrain@indo.net.id
Website	:	www.Lditraining.com