

Commercial Work Data	- A System Qualifying Course (5 Days)
P.M.T. Systems (An Overview)	- an Introduction to PMTS & CWD.
How to Analyse Work Handling (H)	- using Flow & Procedure Charts (Basics).
Basic Movements (B)	- the codes for all handling actions
Sort, Collate & Count (S)	- basic movements such as walking
Factors & Frequencies	- document & item processing.
Fastening Documents (D)	- understanding their use and application.
Filing - Last in First Out (F)	- securing & releasing documents in use
Filing - Alpha/Numeric (F)	- covers most manual filing systems.
Mailroom (M)	- looks at some specialised systems.
Reading & Writing (ARTW)	- covers all types of mailing work.
	- covers the various activities of reading& writing such as read, verify, transcribe and write. (Longhand & Capitals)
Calculating (C)	- simple calculations without a calculator.
Keyboarding (K)	- all keyboarding activities from Calculators to Computers, from Typewriters to Word processors.
Cash Handling (P)	- coins, notes, cheques & credit cards.
Office Reprographics (OR)	- from photocopiers to binders.
Office Machinery (OM)	- from microfiche readers to optical scanners.
The CWD Examination	- an independently set and adjudicated exam.

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