Learn To Earn

This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Preventing Loss Workbook 9

Course Number: AXO84-007SG_rev1.0

Topic-Level Outline

Part 1: In Your Own Best Interest

Part 2: You Are the First Line of Defense

Part 3: Up Close and Personal: Get to Know Your Stock

Part 4: An Ounce of Prevention

Part 5: Manage the Fitting Rooms Wisely

Part 6: Watch for Red Flags

Part 7: Blowing the Whistle

Part 8: Ive Been Robbed!

Part 9: Preventing Fraud

Part 10: The Case of the Shrinking Stock

Appendix

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (http://www.collegeafricagroup.com)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

MS OFFICE

- EXCEL
- WORD
- POWERPOINT
- OUTLOOK
- ACCESS
- PROJECT
- (www.collegeafricagroup.com)

SOFT SKILLS

- SALES NEGOTIATION
- MEETING PROTOCOLS
- TELEPHONE SKILLS
- KEYBOARDING
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CONSULTANCY SERVICES

Get personal assistance with your spreadsheets

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Excel Automation
(Excel Automation)

MS PROJECT

Get fast reports!

Master MS Project for quick info and outcomes
(MS Project)

KEYBOARDING

Save time!

Learn to touch-type and be more accurate. (Keyboarding)

EBOOKS AND ONLINE TAINING

Excel Essentials 2013 <u>Ebook</u>, workbooks, and solutions.

Excel Intermediate 2013 <u>Ebook</u>, workbooks, and solutions.

Excel Advanced 2013 <u>Ebook</u>, workbooks, and solutions.

Excel comprehensive online courses, email for more details.



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