



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 - Managing Information Effectively

Course Specifications

Course Number: ELK8-8677

Course Length: 1.0 day(s)

Course Description

As a business professional, you are surrounded by information and rely on it to do your job. Some information comes to you because you ask for it; other times it literally seems to come "at" you. Other people may rely on and ask you for information, and there are times when you send it to them without their asking. Being able to manage information effectively is one of the most basic skills you must have to do your job well. In this course, you will apply important principles and skills to manage the information you have to do your job. Course Objective: You will practice skills and apply principles for managing information so that you can quickly find the information you need and use it with ease.

Target Student: Business professionals who are seeking to improve their information management skills.

Prerequisites: There are no prerequisites for this course.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

Pentium® 90 MHz or higher processor, or Macintosh® PowerPC™.

Screen resolution of 800 x 600 set to 256 colors.

Software Requirements

Windows® 95, Windows® 98, Windows® 2000, Windows® ME, Windows® NT 4.0, Windows® XP® Home Edition, or Windows® XP® Professional.

Microsoft® Internet Explorer® 5.0x, 5.5, 6.0; or Netscape Navigator® (excluding 6.0 and 6.1).

Adobe® Acrobat Reader® 6.0 or higher; Apple® QuickTime® 5.0 or higher; Macromedia® Flash Player® 6.0.79 or higher; or Macromedia® Shockwave® 7.0.2, 8.0, 8.5, 8.5.1 or higher.

Turn off pop-up blocking. (Windows XP with Service Pack 2 Internet Explorer users only.)

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Acquire information.
- Optimize information.

Course Content

Lesson 1: Acquiring Information

Topic 1A: Design Your Information System
Topic 1B: Capture Information
Topic 1C: Catalog Information

Lesson 2: Optimizing Information

Topic 2A: Maintain Information
Topic 2B: Retire Information
Topic 2C: Improve Your Information System

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.

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Excel Advanced 2013 [Ebook](#), workbooks, and solutions.
Excel comprehensive online courses, email for more details.



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