Prospectus 2013

Centre for Learning

MISSION STATEMENT
To develop ICT functional skills across business the delivery value chain and across all levels of operations at a cost advantage

VISION STATEMENT
To be a leading, efficient and effective provider of ICT skills development solutions

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Telkom

School of Enterprise Management

Faculty of Finance

The Financial Faculty provides the necessary training in order to enable the organisation to increase profitability and manage its assets optimally. This Faculty focuses on providing development to enable all employees to make financially astute decisions. Learners will develop knowledge and understanding of the financial aspects of the organisation.

Course Titles	Duration
Credit Management	
CM: Introduction to Credit Management	2 Days
Procurement	
E-Auctioning	1 Day

The following courses / programmes are available subject to terms and conditions.
Enquiries must be directed to the Key Account Manager Abigail Sono sonoat@telkom.co.za

Business Case Management	
ISO 9001:2008 QMS Requirements	*3 Days*
Procurement - Vendor	
Pedestrian Controlled Stacker Re-cert	*1 Day*
Order Picker	*5 Days*
Order Picker Recertification	*1 Day*
School of Accounting Programme	
C1: BAI - Basic Accounting I	*5 Days*
C1: BAII - Basic Accounting II	*5 Days*
C1: BCCG - Basic Costing	*5 Days*
C1: CMPA - Computerised Accounting	*5 Days*
C1: IBAC - Intro to Business Accounting	*5 Days*
C1: Study School 1	*5 Days*
C1: WEAF - Work Effectively in Acc & Finance	*5 Days*
C2: API - Accounts Preparation I	*5 Days*
C2: APII - Accounts Preparation II	*5 Days*
C2: CMGT - Cash Management	*5 Days*
C2: CMPA - Computerised Accounting	*5 Days*
C2: CRS - Cost and Revenues	*5 Days*
C2: ITX - Indirect Tax	*5 Days*
C2: PEAF - Pro Ethics in Account & Finance	*5 Days*
C2: SPSW - Spreadsheet Software	*5 Days*
C2: Study School II	*5 Days*
C3: BGT - Budgeting	*5 Days*
C3: BTX - Business Tax	*5 Days*
C3: CRMC - Credit Mangement & Control	*5 Days*
C3: FNPT - Financial Performance	*5 Days*
C3: FNST - Financial Statements	*5 Days*
C3: ICAS - Internal Control & Account Systems	*5 Days*