



62% Black Owned

B-BBEE Level 2

Vital College

SHORT COURSE IN BUSINESS ADMINISTRATION:

Describe and assist in the control of fraud in an office environment

OUTCOMES

The qualifying learner is capable of:

- Describing fraud as it occurs in an office environment.
- Demonstrating knowledge and understanding of legal aspects relating to fraud in an office environment.
- Demonstrating knowledge and understanding of internal processes around the investigation of fraud in an office environment.
- Analysing trends and the impact of fraud in an office environment.
- Explaining and assisting with control mechanisms used to contain fraud in an office environment.

SAQA US ID

US 110026

UNIT STANDARD TITLE

Describe and assist in the control of fraud in an office environment

NQF

4

CREDITS

4

PURPOSE OF THE UNIT STANDARD

This Unit standard introduces the concept of fraud and its control in an office environment to learners. It is intended for people working in administration as well as for managers of teams, sections, divisions and departments.

COST

This course costs **R1 100.00**

ENROLMENT

To enrol onto this course, you will need to create a student account by clicking on the link below.

<http://www.vitalonline.co.za/moodle/login>

Once you have created an account click on the link below to take you to the payment and enrolment page for this course.

Click here

CONTACT US

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