

Business Administration

Online Short Course Diploma (6 months)

Effective and efficient business administration is essential to a healthy-functioning organisation and this course in Business Administration teaches you some essential administrative duties involved in business administration and which skills are necessary to deliver a high-quality service. You will learn all about business operations, which processes you may be involved in as a business administrator and customer service basics.

Contact us / What'sapp Business: 0718374853 for more information

Online Training

What Modules are Covered

- ❖ Emotional Intelligence
- ❖ Business Communication
- ❖ Leadership Skills
- ❖ Business Process Management
- ❖ Knowledge Management
- ❖ Marketing and Sales
- ❖ Logistics and Supply Chain Management
- ❖ Global Business Strategy
- ❖ finance
- ❖ Accounting skills for new Administrator
- ❖ Human Resources for Non HR Manager
- ❖ Core Essential for Business Professional : Ms Word
- ❖ Core Essential for Business Professional : Ms Project
- ❖ Core Essential for Business Professional : Ms Outlook
- ❖ Core Essential for Business Professional : Ms Excel



Investment

- ❖ Required investment to enrol for the Online Short Course Diploma : R 4500
- ❖ R 1000 deposit before commencing the training
- ❖ R 700 instalment for 5 months
- ❖ Training time frame : 6 months

Process

- ❖ A login details will be provided to access your training upon your investment via our LMS.
- ❖ Your activities will be submitted online for marking purpose.
- ❖ Your diploma will be issued.

Banking Details

Bank Account : Cornerstone Supreme
Bank : FNB
Account : 62653109283
Reference : Use your name as reference

School Credential

Service Provider : Cornerstone Supreme
SETA Accreditation : 12255
BANKSETA Accreditation : Bank-Corne180502

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