

# Professional Receptionist

## Online Short Course Diploma (6 months)

Effective and efficient Knowledge Management is essential to a healthy-functioning organisation and this course will teach 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 professional receptionist, business administrator and customer service clerk.

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



### Online Training

#### What Modules are Covered

- ❖ Business Ethic for Office
- ❖ Personal Branding
- ❖ Business Process Management
- ❖ Strategy planning
- ❖ Business Communication
- ❖ Public relation
- ❖ Conversational Leadership
- ❖ Call Centre Training
- ❖ Customer Services training
- ❖ Marketing and Social Media
- ❖ Touch typing Skills
- ❖ Accounting skills for new Administrator
- ❖ Core Essential for Business Professional : Ms Project
- ❖ Core Essential for Business Professional : Ms Access
- ❖ Core Essential for Business Professional : Ms Outlook
- ❖ Core Essential for Business Professional : Ms Excel

**NB:** free access or download of our editable version of Business in Box from our Cornerstone LMS (Learning Management System).

#### 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

**Website :** www.cornerstonehr.co.za  
**Email :** stephane@cornerstonehr.co.za  
**Address:** 272 OAK avenue , randburg .