

# NATIVE EDUCATION & TRAINING COLLEGE

90 Division Street North Bay ON P1B 8Z4  
Toll Free: 1.800.267.2577 Fax: 705.497.7839  
Website: [www.nativetc.com](http://www.nativetc.com)

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## Receptionist Diploma Program (3~Semesters)



Receptionists are the public face of your First Nation Community. Their position is highly visible and what they project can make or break the current administrations image. The first few minutes of contact between two people are crucial.

This three semester diploma program will enable you to handle all personal, professional and business tasks that will cross your desk on a daily basis. This program is available by distance learning.

This program consists of 7 modules and our Microsoft online via [www.skillsoft.com](http://www.skillsoft.com)

Click *HERE* to enroll