



# Office Administration Introduction

PROUDLY PRESENTED TO

**MIKATEKO BALOYI**

## Course Modules

- Introduction Office Administration • South African Business Environment • Office Technology and Tools • Communication Skills • Time Management and Productivity • Office Administrative Procedures • Financial Administration Basics • Human Resources Administration • Legal Considerations
- Event Planning and Coordination

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DATE

A handwritten signature in black ink, appearing to be "M. Baloyi", written over a horizontal line.

SIGNATURE  
EduCourse Director