



1332D5157-1332CDBBC-35E0CFA

SCAN CODE TO VERIFY



Office Administration Introduction

PROUDLY PRESENTED TO

CYNTHIA KRUGER

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

2 October 2024

DATE

A handwritten signature in black ink, appearing to read "D. Kruger", positioned above a horizontal line.

SIGNATURE

EduCourse Director