



1333B3271-1332CDDDB4-35E3274

SCAN CODE TO VERIFY



Office Administration Introduction

PROUDLY PRESENTED TO

MEAGI KATLEGO

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

7 July 2025

DATE

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

SIGNATURE

EduCourse Director

9704100281086