



1335AF295-1335A7CA0-1270328B8

SCAN CODE TO VERIFY



Office Administration Introduction

PROUDLY PRESENTED TO

TRYPHINA

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

26 November 2025

DATE

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

SIGNATURE
EduCourse Director