



144C1E55C-144C16F67-132FF1505

SCAN CODE TO VERIFY



Office Administration Introduction

PROUDLY PRESENTED TO

MOTAUNG

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

10 June 2025
DATE

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

SIGNATURE
EduCourse Director