



14B2334BC-14B22BF21-13ECB8E07

SCAN CODE TO VERIFY



Office Administration Introduction

PROUDLY PRESENTED TO

MOOKAMEDI KGOLOFELO

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

8 October 2024

DATE

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

SIGNATURE

EduCourse Director