



73438D5633-73438CE098-1572C67D6

SCAN CODE TO VERIFY



Office Administration Introduction

PROUDLY PRESENTED TO

THOBEKA NYENGULE

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

28 January 2024

DATE

A handwritten signature in black ink, appearing to read "Thobeka Nyengule", written over a horizontal line.

SIGNATURE

EduCourse Director