



735B08B0D2-735B083ADD-734945E0D5

SCAN CODE TO VERIFY



Office Administration Introduction

PROUDLY PRESENTED TO

TED ROLLISON

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

16 May 2024

DATE

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

SIGNATURE

EduCourse Director