



736D26C289-736D1890F4-735B6415B4

SCAN CODE TO VERIFY



Office Administration Introduction

PROUDLY PRESENTED TO

GOODWELL MOJALEFA SHABANGU

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

18 September 2024
DATE

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

SIGNATURE
EduCourse Director