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SCAN CODE TO VERIFY



Office Administration Introduction

PROUDLY PRESENTED TO

MAITELE TAKALANI

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

2 June 2025

DATE

A handwritten signature in black ink, appearing to read "M. Takalani", positioned above a horizontal line.

SIGNATURE

EduCourse Director

9204280908087