



75C16F86E8-75C1615553-75B50A016B

SCAN CODE TO VERIFY



Office Administration Introduction

PROUDLY PRESENTED TO

REFILWE MANTHAKOANA RORISANG NEO

SELEPE

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

DATE

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

SIGNATURE
EduCourse Director

8 June 2025

0302150361087