



77EB58846A-77EB580E75-75C1249A6D

SCAN CODE TO VERIFY



## Office Administration Introduction

PROUDLY PRESENTED TO

**CATHY LERATO RACOCO**

### 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

**27 November 2025**

DATE

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

SIGNATURE

EduCourse Director

9807120299085