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SCAN CODE TO VERIFY



Office Administration Introduction

PROUDLY PRESENTED TO

PRETTY NOKULUNGA GUMA

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

10 December 2025

DATE

A handwritten signature in black ink, appearing to be "P. Nokulunga Guma", written over a horizontal line.

SIGNATURE

EduCourse Director