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10 The Lakes, Somerset Lakes,  
Reunion Drive, Somerset West 7130

Reg No: 2018/301179/07 VAT No: 4540283225

## OFFICE ADMINISTRATION

### Office Practice

- Computer care
- Office equipment
- Mailing
- Safety
- Reception area
- Storage area
- Filing
- Health / Environmental issues



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### Turnkey Projects, Shutdowns & Industrial Cleaning

#### WE SUPPLY

- Artisans • Drivers • General Workers • Permanent Placements • Payroll Administration
- CCMA Representation • Disciplinary Hearing • Security Services • Cleaning Services



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### Computer Application

- Keyboard techniques
- Word processing
- Business documents
- Word processing and editing
- Internet and E-mail
- Job application
- Introduction to presentation software (PowerPoint)
- Introduction to spreadsheet software (Excel)





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## Client services and communication

- Customer service
- Values and Ethics
- Rights/Responsibilities of an office worker
- Personal finance
- Office etiquette
- Hygiene



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