

## Office Administration Study Guide

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This course is the second module of the Certificate, Office Administration, SAQA ID 23618. This program is ideal for students looking to achieve the skills required to work in an office environment and will provide the skills required to become a Receptionist, Office Assistant, Office Administrator, Public Relations Officer or Marketing Manager.

### Office Administration > Office Administration

Posts about O.A Lessons written by raymondgovinda. What is an office? The office is the centre of all business activities, whether it is located in one room or several rooms, and needs a certain amount of information in order to function properly.

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allocation resources and budgets. As such, it is important that potential students have a natural aptitude for the subject matter as well as an interest in all aspects of business.

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