



# Office Administration Introduction

PROUDLY PRESENTED TO

**GIFT MOLEFE**

## 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

**12 August 2025**  
DATE

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

SIGNATURE  
EduCourse Director