



Office Administration Introduction
PROUDLY PRESENTED TO
LESEGO OFENTSE MOTAUNG

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

26 February 2026

DATE

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

SIGNATURE
EduCourse Director