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SCAN CODE TO VERIFY



Office Administration Introduction

PROUDLY PRESENTED TO

BOIPELO MORULE

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

28 June 2025
DATE

SIGNATURE
EduCourse Director

9704100336088