



77E5CD99D6-77E5CD00B9-75C104B5F9

SCAN CODE TO VERIFY



# Office Administration Introduction

PROUDLY PRESENTED TO

**VICKY ALICE GROBLER**

## 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

30 October 2025

DATE

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

SIGNATURE

EduCourse Director