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# Office Administration Introduction

PROUDLY PRESENTED TO

## SBONGAKONKE JEZA

### 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

24 July 2025  
DATE

A handwritten signature in black ink, appearing to read "D. M. M.", positioned above a horizontal line.

SIGNATURE  
EduCourse Director

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