



**Office Administration Introduction**  
PROUDLY PRESENTED TO  
**LUNGILE SIPHINDILE NTULI**

**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

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DATE

  
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SIGNATURE  
EduCourse Director