



# Office Administration Introduction

PROUDLY PRESENTED TO

**NTOKOZO NGEMA**

## 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

17 October 2025  
DATE

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

SIGNATURE  
EduCourse Director