



# Office Administration Introduction

PROUDLY PRESENTED TO

**MTHEMBU**

## 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

20 October 2025  
DATE

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

SIGNATURE  
EduCourse Director