



# Office Administration Introduction

PROUDLY PRESENTED TO

## SUGAN GOVENDER

### 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

\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
SIGNATURE  
EduCourse Director