



77F7355379-77F734DD84-77E5803F1C

SCAN CODE TO VERIFY



Office Administration Introduction

PROUDLY PRESENTED TO

TSEPISO NKOSI

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

16 February 2026

DATE

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

SIGNATURE

EduCourse Director