



# Office Administration Introduction

PROUDLY PRESENTED TO

## **SIMPHIWE NDIMANDE**

### 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

**19 March 2026**  
DATE

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

SIGNATURE  
EduCourse Director