



Office Administration Introduction

PROUDLY PRESENTED TO

MECHELLE DE JAGER

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

27 March 2026

DATE

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

SIGNATURE
EduCourse Director