



# Office Administration Introduction

PROUDLY PRESENTED TO

**JOHN CHENGETA**

## 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

**26 May 2026**

DATE

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

SIGNATURE

EduCourse Director