



Office Administration Introduction

PROUDLY PRESENTED TO

BIANCA NICHOLSON

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

24 June 2026

DATE

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

SIGNATURE

EduCourse Director