



Office Administration Introduction

PROUDLY PRESENTED TO

LYNN CHIREMBA

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

5 March 2026

DATE

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

SIGNATURE

EduCourse Director