



# Office Administration Introduction

PROUDLY PRESENTED TO

## LONDIWE KHANYI

### 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 stylized, handwritten signature in black ink, appearing to be "L. Khanyi".

SIGNATURE  
EduCourse Director