



**Office Administration Introduction**  
PROUDLY PRESENTED TO  
**ODWA CHARL KEBENI**

**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

**10 April 2026**  
DATE

  
SIGNATURE  
EduCourse Director