



# Office Administration Introduction

PROUDLY PRESENTED TO

**KHESWA**

## 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

17 February 2025

DATE

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

SIGNATURE

EduCourse Director