



75C123D7E6-75C12361F1-75AF6107E9

SCAN CODE TO VERIFY



Office Administration Introduction

PROUDLY PRESENTED TO

THABO INNOCENT KHUMALO

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

7 August 2025

DATE

A handwritten signature in black ink, appearing to read "Thabo Innocent Khumalo".

SIGNATURE

EduCourse Director

9106215327087