



OFFICE ADMINISTRATION INTRODUCTION

PROUDLY PRESENTED TO

THANDEKA

Online Modules Completed

- Introduction to Office Administration
- South African Business Environment
- Office Administration Technology and Tools
- Communication Skills
- Time Management and Productivity
- Office Administrative Procedures
- Financial Administration Basics
- Human Resources Administration
- Legal Considerations
- Event Planning and Coordination



A Proudly South African e-Learning Centre
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13 August 2025

DATE

EduCourse Online Learning

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IDENTITY NUMBER

