

BUSINESS STUDIES

MANAGEMENT ASSISTANT N4 - N6

Programme structure:

Management Assistant N4 (6 months)

- Communication N4
- Office Practice N4
- Introductory Information Processing N4
- Computer Practice N4

Management Assistant N5 (6 months)

- Communication N5
- Office Practice N5
- Information Processing N4
- Computer Practice N5

Management Assistant N6 (1st - 6 months)

- Information Processing N5
- Office Practice N6
- Legal Practice N5 / Entrepreneurship N4 (College to select)
- Communication N6

Management Assistant N6 (2nd - 6 months - in order to work towards a National Diploma, the candidate must complete Information Processing N6)

- Information Processing N6
- Public Relations N5 (extra)
- Introductory Accounting N4 (extra)

Admission and certification requirements:

Candidates are expected to pass a short literacy test. Competency in Compu Typing, Typing, Information Processing or Computer Application Technology (CAT) would be an advantage.

Duration:

2 years (If candidate works towards obtaining a National Diploma)
18 months (If candidate is not working towards a National Diploma)

Career options:

The National Certificate (Management Assistant) provides opportunities to access any one of the careers listed below:

- Personal Assistant
- Typist
- Office Administration
- Receptionist
- Management Assistant
- Secretary

Location:

City Campus

Corner Longmarket and Buitenkant Street, Cape Town
Tel: 021 462 2053 / 464 3874