The Management Assistant Diploma provides opportunities to access typist, office administration, secretarial, receptionist and personal assistant careers. The person that will make a success of a career in administration or as management assistant is a person that is organised and methodical.

This course consists of an N4 Certificate, N5 Certificate and N6 Certificate. After completing the N6 Certificate students need to submit proof of 18 months experience in industry/practical in order to qualify for the National N-Diploma.

Career Options

What will I be qualified as once I’ve completed this course?

- Administrative Assistant
- Management Assistant
- Personal Assistant
- Secretary
- Data Capturer
- Office Administrator
- Receptionist
- Typist

What will I be able to do?

- Data capturing
- Secretarial work
- Manage office administrative duties

In which industries will I be able to work?

All industries need a person to assist with the admin, type the letters, run their office, etc. This is a person that is sought after in all industries – small and large.

What could I do to further improve my skills and my chances of furthering my career?

Achieving the necessary entry requirements at academic level during this course will enable you to continue studying in a business-related field of study. This can be done by completing your National N-Diploma at an FET College, or studying towards a specific business qualification at an institution of Higher Education, such as a University or University of Technology, based on your academic achievements meeting their specific admission requirements.

Programme Structure

What will I be studying during this course?

**MANAGEMENT ASSISTANT N4 (6 MONTHS)**

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

**MANAGEMENT ASSISTANT N5 (6 MONTHS)**

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

**MANAGEMENT ASSISTANT N6 (1ST - 6 MONTHS)**

- Communication N6
- Information Processing N5
- Information Processing N6 (In order to work towards a National N-Diploma, you must complete Information Processing N6)
- Office Practice N6
- Public Relations N5
Admission Requirements

What do I need to have completed before I can apply to study this course?

• Grade 12 or an equivalent qualification
• Students with competency in Compu Typing, Typing, Information Processing or Computer Application Technology (CAT) will receive preference.

Candidates are expected to pass a short literacy (English) assessment before acceptance into this course. The medium of teaching in this course is English and students must be able to speak and write English.

Duration

• 6 months per level full-time (3 semesters to complete up to N6 level; 1 semester to complete Information Processing N6)
• 18 months practical experience
• Enrolment in January and July

(Part-time - Not available)