# NC: MANAGEMENT ASSISTANT

## N4 -N6 (18 MONTHS)

## COURSE DESCRIPTION

The programme progresses through three levels. Each N level takes place over one semester. After each semester, students are eligible for a National Certificate on that level. We recommend continuing through all three levels in order to qualify for the National Diploma. The National Diploma requires students to work for 18 months at a Management department before they are entitled to receive a National Diploma.

# FACULTY OF BUSINESS

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# NC: MANAGEMENT ASSISTANT
## N4 -N6 (18 MONTHS)

## 1: ENTRY LEVEL REQUIREMENTS

***Learners who want to register for this qualification must have;***

| N4 | N5 | N6 |
|---|---|---|
| • An appropriate National Senior Certificate or Grade 12<br>• NCV L4 | • A National Certificate: N4: Marketing Assistant or an Equivalent Qualification | • A National Certificate: N5: Marketing Assistant or an Equivalent Qualification |

## 2: MODULES BY SEMESTER

| N4 | N5 | N6 |
|---|---|---|
| • Information Processing<br>• Office Practice<br>• Communication<br>• Computer Practice | • Information Processing<br>• Office Practice<br>• Communication<br>• Computer Practice | • Information Processing<br>• Office Practice<br>• Communication<br>• Computer Practice |

## 3: LEARNING OUTCOMES

***Recipients of this Qualification will be able to:***

- Management of the secretarial office,
- Self Management, Time and task management,
- Diary control, Follow-up systems,
- Managing the filing and retrieval system,
- Managing mail room services,
- Managing telephone usage, Dealing with messengers,
- Access control and security,
- Assisting with meetings,
- Assisting with travel arrangements,
- Organising conferences and seminars,
- Financial record keeping and administration,
- Financial services, financial products,
- Telecommunication services,
- Transport services, storage facilities, insurance services,
- Marketing services, brokerage.

## 4: ARTICULATION OPTIONS

| N4 | N5 | N6 |
|---|---|---|
| This qualification has been designed to allow entry into N5. | This qualification has been designed to allow entry into N6. | Higher certificate, Diploma or Bachelor's Degree. |

The following criteria must be met in order to write the National DHET Examinations
* DP 40%
* Attendance Ratio 80%

## 5: JOB OPPORTUNITIES

***Find Employment***

| | | |
|---|---|---|
| • Executive assistant<br>• Private Secretary<br>• Office Manager | • Administrative Clerk<br>• Secretarial<br>• Personal Assistant | • Office Administrator<br>• Communications Officer |

## 6: LEARNING OUTCOMES

Completion of National Certificates: Management Assistant N4, N5 and N6 as above plus 18 months of practical experience in a workplace shall result in the award of a National Diploma: Management Assistant.

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