



# **NATIONAL N CERTIFICATE MANAGEMENT ASSISTANT N4**

## **INTRODUCTION**

In business or personal contexts, assistants are people who relieve their employer's from the stress of tasks that are associated with managing one's personal/business life. They assist with a variety of life management tasks such as running errands, booking and confirming appointments, arranging travels among others.

The National Certificate: Management Assistant qualification is primarily aimed at giving learners technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required to enter into the Management / secretarial environment.

## **ENTRY REQUIREMENT**

1. National Senior Certificate with a pass in English
2. A senior certificate or its equivalency

## **DURATION**

6 Months.

## **EXAMINATION / ASSESSMENTS**

The learner is externally assessed by Department of Higher Education and Training at the end of each semester in the modules that the learner registered in that particular semester. To qualify for this assessment, the learner has to obtain 40% in the Internal Continuous Assessments (Tests and assignments) conducted internally during the course of the semester.

## **CERTIFICATION**

A National Certificate in Management Assistant N4 will be issued on successful passing of all required N4 modules. This certificate is issued by the Department of Higher Education and Training (DHET) as the assessment body in coordination with the Quality Council for Trades and Occupations (QCTO) as the quality assurance body.

## COURSE OUTLINE / N4 MODULES

Subject Code	Subject Name	Credits	Field
<i>Compulsory Modules</i>			
1. 04021214	Office Practice N4	0.125	3
2. 06020254	Information Processing N4	0.125	10
3. 05140344	Communication N4	0.125	4
<i>Choose one from the following</i>			
4. 04090304	Entrepreneurship & Business Management N4	0.125	3
5. 21010024	Public Administration N4	0.125	3
6. 06030204	Computer Practice N4	0.125	10

### CAREER OPTIONS

1. Administrative Clerk
2. Office Managers
3. Front desk receptionist
4. Private Secretary

### REGISTRATION REQUIREMENTS

1. Applicant Certified ID / Passport copies
2. Parent / guardian / next of keen ID copies
3. 2 ID sized passport photographs
4. Proof of address
5. Certified metric or high school certificates

### THE QUALIFICATION FEES STRUCTURE

*Registration fee is R1000.00 and Nonrefundable.*

SUBJECTS	4 SUBJECTS	3 SUBJECTS	2 SUBJECTS	1 SUBJECT
<b>ADMISSION</b>	R 1200.00	R 900.00	R 600.00	R 300.00
<b>MONTHLY INSTALLMENT</b>	R 1000 * 5 = R 5000	R 800 * 5 = R 4000	R 600 * 5 = R 3000	R 400 * 5 = R 2000
<b>TOTAL FEES</b>	<b>R 7200.00</b>	<b>R 5900.00</b>	<b>R 4600.00</b>	<b>R 3300.00</b>

### College banking details

**Bank Name:** Standard Bank SA

**Account holder:** Fredstone City College Pty Ltd

**Account Number:** 10117596939

**Branch code:** 018105

**Ref:** Learner / Applicant full names