



# **NATIONAL N CERTIFICATE**

## **MANAGEMENT ASSISTANT N5**

### **INTRODUCTION**

This course builds on the knowledge and skills that you gained in the previous level, and further prepares you for the workplace by introducing you to various aspects of secretarial responsibilities. It also equips you with more of the knowledge and skills that you need to work in the field with Management Assistant responsibilities.

The National Certificate: Management Assistant qualification is primarily aimed at giving the learner technical, theoretical knowledge and practical knowledge, the workplace knowledge and the skills required in the in the vocation.

### **ENTRY REQUIREMENT**

1. A National N Certificate: Management Assistant N4 or an equivalent qualification

### **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 N Certificate in Management Assistant N5 will be issued on successful passing of all required N5 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 / N5 MODULES

Subject Code	Subject Name	Credits	Field
<i>Compulsory Modules</i>			
1. 06020275	Information Processing N5	0.125	10
2. 04021225	Office Practice N5	0.125	3
3. 05140395	Communication N5	0.125	4
<i>Choose one from the following</i>			
4. 06030204	Computer Practice N4 or N5	0.125	10
5. 04090304	Entrepreneurship & Business Management N4 or N5	0.125	3
6. 21010024	Public Administration N4 or N5	0.125	8

### CAREER OPTIONS

1. Administrative clerk
2. Office Managers
3. Private secretary
4. Front desk receptionist

### 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 N4 certificate & results statement

### THE QUALIFICATION FEES STRUCTURE

*Registration fee is R1000.00 and Nonrefundable.*

SUBJECTS	4 SUBJECTS	3 SUBJECTS	2 SUBJECTS	1 SUBJECT
ADMISSION	R 1200.00	R 900.00	R 600.00	R 300.00
MONTHLY INSTALLMENT	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