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Course: Management Assistant
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Management Assistant; N4:
Office Practice Intro Information
Processing/ Information
Processing N4 Communications
Intro Computer
Practice/ Computer Practce N4:
N5: Office Practice Information
Processing N4/5
National N-Diploma:
Marketing Management
(N4-N6) - Boland ...
**NATIONAL N-DIPLOMA:
MANAGEMENT
ASSISTANT (INCLUDES
N4 – N6 CERTIFICATES)**
The Management Assistant
Diploma provides
opportunities to access typist,
office administration,
secretarial, receptionist and
personal assistant careers.
The person that will make a
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administration or as

management assistant is a
person that is ...
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The purpose of this
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into a secretarial
field in any
sector. The

curriculum will provide an in-depth knowledge of business related and secretarial skills.

Report 191 N4 – N6 – West Coast College

Upon completion of this course, students will be awarded a Certificate of Achievement: N6 Management Assistant from the DHET. After students have completed this course, and submitted proof that they have gained 18 months of relevant practical experience, they will be awarded a National N Diploma: Management Assistant (360 credits).

National Certificate: N6 Management Assistant (Public ...

National N-Diploma: Management Assistant (N4-N6) What you should know The purpose of this programme is to equip you with knowledge and skills for successful entry into a

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National Certificate: N6 Management Assistant (Computer ...

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Course: Management Assistant N4 – N6

National N-Diploma: Marketing Management (N4-N6) What you should know Once you complete this programme you will be able to operate in marketing activities in the marketing field such as conducting research, identifying markets, creating promotional materials and presenting marketing proposals.

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The NATED N4 – N6 MANAGEMENT ASSISTANT is a qualification aimed at preparing students for the

MANAGEMENT

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management assistant 2.1 explain why it is important for a secretary/ management assistant to have a good knowledge of the departments, their functions and the contact persons in these departments 2.2 explain the procedure a secretary/management assistant has to follow in dealing with the referral of enquiries or problems of customers.

NATIONAL N-DIPLOMA: MANAGEMENT ASSISTANT (INCLUDES N4 – N6 ...

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Entrepreneur and Business Management N4; Financial Accounting N4; ...

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N6 Management Assistant
N4. Office Practice;
Computer Practice ;
Information Processing;
Communication;
Management Assistant N5.
Office Practice;

National N-Diploma:

Management Assistant (N4-N6) -
Boland ...

Information Processing N6 ; ...

We are only offering the
Management Assistant Course
from 2014 and have started with
Communication. I am looking
forward to the results of the June
examinations, because our
students were well prepared for
the paper.

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