



FACULTY OF OFFICE MANAGEMENT SCIENCES

NATIONAL N-DIPLOMA

Management Assistant N4-N6

ENTRY REQUIREMENTS

Grade 12 Certificate or equivalent qualification

DURATION

3 Years (18 months theory and 18 months practical work experience)

WHAT IS THIS PROGRAMME ABOUT?

The purpose of this programme is to equip you with knowledge and skills for successful entry into a secretarial field in any sector. The curriculum will provide an in-depth knowledge of business related and secretarial skills. The programme integrates theoretical learning with practical skills to ensure secretarial and general office management competencies in all industries. During the practical session of 18 months, these vital skills will be applied in the secretarial environment to build a successful career.

WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- > Executive Assistant
- > Private Secretary
- > Office Manager
- > Front Desk Reception
- > Administrative Clerk

WHAT SUBJECTS WILL I BE TAKING?

FIRST YEAR

N4, First Semester

> Information Processing

> Computer Practice

> Communication

> Office Practice

N5, Second Semester

> Information Processing

> Computer Practice

> Communication

> Office Practice

SECOND YEAR

N6, First Semester

> Information Processing

> Computer Practice

> Communication

> Office Practice

WHAT DO THESE SUBJECTS ENTAIL?

INFORMATION PROCESSING

Information Processing equips the student with the necessary skills to utilise the computer and to attain keying-in excellence, to develop accuracy and speed for the successful operation of an office.

COMPUTER PRACTICE

Computer Practice enables students to utilise the computer and peripherals functionally and to apply software application programs independently and with confidence in an office environment.

COMMUNICATION

Communication equips students with the necessary verbal and non-verbal communication knowledge (theoretical) and skills (practical) to function effectively.

OFFICE PRACTICE

Office Practice provides secretarial students with the required knowledge of the secretarial career and with the practical skills in office procedures, to perform with self-confidence the functions attached to the post of secretary and eventually the post of management assistant.

WORCESTER
t: 023 348 6920
e: wor@bolandcollege.com

STRAND
t: 021 853 7611
e: strand@bolandcollege.com

STELLENBOSCH
t: 021 887 3027
e: stel@bolandcollege.com

PAARL
t: 021 872 3323
e: paarl@bolandcollege.com

CALEDON
t: 028 212 3270
e: cal@bolandcollege.com

HEAD OFFICE
t: 021 886 7111
e: hq@bolandcollege.com
www.bolandcollege.com

