Management Assistant  N4-N6

**WHAT SUBJECTS WILL I BE TAKING?**

**FIRST YEAR**
- N4, First 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.

**ENTRY REQUIREMENTS**
Grade 12 Certificate or equivalent qualification

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

**WHAT IS THE 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