

SCHOOL OF BUSINESS, FINANCE & MANAGEMENT

PROGRAMME TITLE	LEVEL	SAQA ID
Management Assistant	N4	66876
	N5	66956
	N6	67001

PROGRAM DESCRIPTION

Are you looking to be a highly paid Office administrator/management assistant? This program develop your customer service skills and teaches how to produce business documentation and communicate in business environment such as writing business letter, memo, Covering letter for a Resume, Personal statement, report, business presentation, Preparation and face to Job interview, Data entry, emailing and formatting documents, etc. Also, it develops your skills in managing finance and human resources, social media and other administrative tasks in an organization.

CAREER OPPORTUNITIES

- Administrative assistant
- Office manager
- Receptionist
- Personnel Assistant/clerk
- Administrative Officer
- Business Administrator
- Executive Assistant

MODULES PER SEMESTER

Semester one (Year one) <ul style="list-style-type: none"> • Office Practice N4 • Entrepreneurship & Business Management N4 • <i>English language for Higher Education*</i> 	Semester two (Year one) <ul style="list-style-type: none"> • Communication N4 • Information Processing N4 • <i>Internet & Email*</i>
Semester one (Year two) <ul style="list-style-type: none"> • Communication N5 • Office Practice N5 • Information Processing N5 • Public Administration N4 	Semester two (Year two) <ul style="list-style-type: none"> • Communication N6 • Office Practice N6 • Information Processing N6 • Legal Practice N5

**This examination is set and managed by the college; the aim is to improve certain academic qualities of the learner*

DURATION & MODE OF STUDY

- Full Time (in-class): 1½Years –2Years
- Part Time: (in-class): 1½Years –2½Years
- Distance learning: –1½Years–2½Years
- In-Service Training: 18 Months (After completing the N6 Certificate, students need to complete 18 months of practical experience in their area of study to obtain a National N-Diploma.)

ENTRY REQUIREMENTS

- Grade 12 - Matric,
- A senior certificate or
- National Certificate (N3) or a relevant Nated equivalent qualification

ADMISSION PERIODS

January and June every year

PRICING

For the current pricelist please contact the College.

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STUDY MATERIALS

Textbooks are recommended and supplied by the College.

EXAMINATION AUTHORITY

All examinations which hold twice a year are set and conducted by the Department of Higher Education and Training.

CERTIFICATE & DIPLOMA ISSUANCE

Certificates of completion and Diplomas are issued to learners by the Department of Higher Education and Training on successful completion of each level and the mandatory 18 months practical work experience.

STUDYING BEYOND THE DIPLOMA STAGE

The qualification obtained from this study can be used to apply to study further in any University or Higher education colleges in the country because it is nationally recognized qualification.

ARTICULATION

Based on Report 191 from the Department of Higher Education & training, a learner who has successfully completed all the three levels i.e. N4 - N6 may pursue the following path in order to obtain the National-N Diploma

- Complete all compulsory instructional offerings required for the issuance of the National N Diploma
- Obtain work experience for a minimum of 18 months in the field related to his or her studies and provide documentary evidence to the Department of Higher Education & training of applicable experience in relevant field to the candidate's program of study.
- Candidate must present the N4, N5 and N6 certificates in addition to letter from Employer to the Department of Higher Education & training to apply for the National N Diploma.

DISCLAIMER NOTICE

The information contained in this FACT SHEET is accurate at the time of this publication. In the event of factors beyond the control of HillCross Business College occurring hence causing the contents of this fact sheet and or of the program to change, HillCross Business College will make frantic effort to formally notify current and affected learners. Meanwhile HillCross Business College will as much as possible ensure the intactness of the information contained herein.

Learner/Parent/Sponsor Assent	For Official Use
<p>I,....., herewith acknowledge that I fully understand the information contained herein based on the qualification stated within this context.</p> <p>Signature.....</p> <p>Name (Parent/Guardian/sponsor).....</p> <p>Signature (Parent/Guardian/Sponsor).....</p>	