



# **FACULTY OF COMMERCE**

**NATIONAL CERTIFICATE:**  
**N4 MANAGEMENT ASSISTANT (ENTREPRENEURSHIP  
AND BUSINESS MANAGEMENT)**

It is important to share that historic NATED qualifications are being phased out and the last dates of examinations for N4 Management assistant (entrepreneurship and business management) have been published. If you are wanting to go on this learning journey, please enquire with our student advisors to ensure that you can be enrolled in time. If you would like to consider an alternative, you may choose from:

- Waterfall School of Business Skills Certificate: Office Administration
- Waterfall School of Business Skills Certificate: Business Administration

Acquire a solid foundation in administration, entrepreneurship, and business management with the National Certificate: N4 Management Assistant course. This programme equips you with essential skills to effectively manage office environments and process information. Consider studying this course if you:

- Aspire to pursue a career as an office manager or executive assistant.
- Desire to expand your knowledge of the business environment.
- Aim to earn a recognised national qualification in the field of management assistance. Start your journey towards a successful career today.

**PLEASE NOTE: No new enrolments can be accepted for this course due to it being phased out by DHET.**

**Course code:**

EN4099-041

**Accreditation status:**

- Fully accredited by the Quality Council for Trades and Occupations (QCTO)
- SAQA ID: 66876
- NQF Level 5
- 60 credits

**Duration:**

12 months

**Entry requirements:**

Matric or Introductory Certificate

**Topics covered:**

- Office Practice N4
- Communication N4
- Information Processing N4
- Entrepreneurship and Business Management N4

**Assessments:**

Students are required to complete the following:

- 1 assignment per topic (subject)
- 2 internal summative assessments per topic (subject)
- 1 external exam per topic (subject)

**Type of certificate awarded:**

Upon completion of this course, students will be awarded a **Certificate of Achievement: N4 Management assistant (entrepreneurship and business management) from the DHET.**

## CONTACT DETAILS

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