

FACULTY OF COMMERCE

N6 MANAGEMENT ASSISTANT
(COMPUTER PRACTICE)



It is important to share that historic NATED qualifications are being phased out and the last dates of examinations for N6 Management Assistant (Computer Practice) 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: Business Administration.
- Waterfall School of Business Short Course Certificate: Understanding Business Administration Principles.

This course builds on the knowledge and skills that you gained in the previous levels, and prepares you for a career in office administration and management, refining skills in office practice, information processing, and business communication. Once you have completed this course, and completed 18 months of relevant practical experience, you may be eligible to apply for – and receive – a National Diploma. Studying this course may be a good option if you plan on furthering your education at university-level in future.

Course code:

EN6099-043

Accreditation status:

- Fully accredited by the Quality Council for Trades and Occupations (QCTO)
- SAQA ID: 67001
- NQF Level 5
- 60 credits

Duration:

12 months

Entry requirements:

- N5 Management Assistant (Computer Practice) N5 Certificate

Topics covered:

- Office Practice N6
- Public Relations N5
- Information Processing N6
- Computer Practice N6

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: N6 Management Assistant (Computer Practice)** 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 N6 Diploma: Management Assistant (Computer Practice)**.

CONTACT DETAILS

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