



FACULTY OF COMMERCE

NATIONAL CERTIFICATE: N5
MANAGEMENT ASSISTANT

It is important to share that historic NATED qualifications are being phased out and the last dates of examinations for N5 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, also consider:

- Waterfall School of Business Skills Certificate: Computer Information Systems

This national certificate course prepares you for a career in office administration by focusing on computer skills. It also equips you with skills in office practice and communication.

Course code:

EN5099-04

Accreditation status:

- Fully accredited by the Quality Council for Trades and Occupations (QCTO)
- SAQA ID: 66956
- NQF Level 5
- 60 Credits

Duration:

12 months

Entry requirements:

- N4 Management assistant (Computer practice)

Topics covered:

- Office Practice N5
- Communication N5
- Information Processing N5
- Computer Practice N5

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: **N5 Management assistant (Computer practice)** from the DHET.



CONTACT DETAILS

Telephone:
010 070 5365

Website:
www.wsb.edu.za

Postal address:
**PO Box 12723,
Die Boord, 7613**

Physical address:
**The Vineyard,
Devon Valley Road,
Stellenbosch, 7600**

Email Address:
info@wsb.edu.za