**NATIONAL CERTIFICATE N4-N6: MANAGEMENT ASSISTANT**

This course consists of an N4 certificate, N5 certificate and N6 certificate. After completing N6 certificate students need to submit proof of 18 months experience in industry/practical to qualify for the National N-Diploma through the Department of Higher and Education and Training.

**ADMISSION REQUIREMENTS**

 **What do I need to have completed before I can apply to study this course?**

* Certified copy of student ID
* Certified copy of parent’s ID
* Certified copy of Matric results/certificate
* 2x ID photos
* Proof of residence
* Semester 1,2&3 results

An average of level 4 or higher will be to the candidate’s advantage ( Maths, English). The medium of teaching in this course is English and students must be able to speak and write English.

**COURSE DURATION**

**How long will it take to complete the qualification?**

* 6 months per level full time (3 semesters to complete up to N6 level)
* 18 months practical experience
* Enrolment in January and July

**PROGRAMME STRUCTURE**

|  |  |  |
| --- | --- | --- |
| N4 CERTIFICATE | N5 CERTIFICATE | N6 CERTIFICATE |
|  |  |  |
| * Office Practice
* Info. Processing
* EBM
* Communication
* Introductory info.processing
 | * Communication
* Office Practice
* Information Processing
* EBM
 | * Communication
* Office Practice
* Information Processing
* EBM
 |

**CAREER OPTIONS & GENERAL FAQ’s**

What will I be qualified as after completing the course?

* Advertising account executive
* Advertising copywriter
* Event manager
* Marketing executive
* Media researcher
* Public affairs consultant
* Public relations officer
* Sales promotion account executive
* Social media manager

**FEES STRUCTURE FOR THE WHOLE COURSE**

Registration fees R500,00 (ONCE-OFF)

Admin Fee R1500,00 (ONCE-OFF) for N4-N6

Monthly Instalment R1000,00 x 18 months

**SUB TOTAL R2000,00+R18000.00**

**TOTAL R20000,00(15% VAT included in above costs)**

**FEES STRUCTURE FOR SEMESTER**

Monthly instalment R1000 x 6months

**TOTAL FEE R6000,00 (15% VAT included in above costs)**

**FEES STRUCTURE PER MODULE**

Registration fee R500,00

Admin fee R1500,00

Per module R250,00 x 6 months

**SUB TOTAL R**2000 + 1500

**TOTAL FEE R3500 (15% VAT included in above costs)**

Exam fee R300 per semester

SRC fee R200

Books R150 per module (all study materials must be bought at school campus)

**HOW TO PAY**

Please make use of the specified banking details below which is applicable to you. Fax /email your proof of payment.

**NZOTHO SCHOOL OF POLICING**

Fax number: 086 609 7045

Account number: 627 684 453 24

Account name: NZOTHO INSTITUTION

Bank: FNB Bank

Ref: Student ID number

Should you need any more information please do not hesitate to call us on 015 291 3931.

Thank you



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STRIKE SINDANE

DIRECTOR/CEO