

REGISTERED

ACCREDITED | RECOMMENDED

DHET REG No: 2016/FE07/004 EXAM No: 899992837

QCTO ACC No: NATED/2015/0179 UMALUSI ACC No: FET00630PA Mictseta ACC No: 2015/07/0029

Tel: 011 333 6479 | Email: admin@mbowa.edu.za | Web: mbowacollege.co.za

NATIONAL DIPLOMA: MANAGEMENT ASSISTANT N4 - N6

COURSE OUTLINE:

The programme integrates theoretical learning with practical skills to ensure secretaries and general office management competencies in all industries.

N4	N5	N6
Office practice Communication Computer Practice Information Processing	Office practice Communication Computer Practice Information Processing	Office practice Communication Computer Practice Information Processing

Upon completion of each level, a student will be awarded a national certificate by the relevant certification body. Students are required to do 2 tests per level in order to qualify for the final exam of that particular level. For a student to receive the diploma certificate, he/she is supposed to undergo an internship program with a company related to Mgt Assistant practices.

Entry Requirements:

Grade 12 or its equivalent

Duration:

36 Months
(6 months Per Level)

Certification Body:

N1-N3 (Umalusi)
N4-N6 (Department of Higher Education and Training)

FEES STRUCTURE

Fees Per Level (N)	TUITIONS & EXAMS (per subject repeated)	EXAM ONLY (Once off payment) per subject repeated
Registration: R1000 Deposit Fees: R1000 Monthly Inst: R1000x 6= R6000 TOTAL R8000.00	<ul style="list-style-type: none"> Registration: R1000 Monthly Inst: R300 P/S x6 = R1800 	<ul style="list-style-type: none"> Registration: R500 + R500 p/s

BANKING DETAILS:

NED BANK

Mbowa College PTY LTD

Account No: 1169745628

Ref: Student Surname and Name

Please Note:

Continuing Students Do Not Pay Registration And Deposit Fees



078 916 1916 / 081 411 9885