



AFRICA FET COLLEGE

WE BUILD FOR AFRICA

AFRICA FET COLLEGE
DHET REG:2019/FE07/007
QCTO SDP1220/18/0148
EXAM NUMBER :899992894
TAX NO:9908478168

FACULTY OF BUSINESS STUDIES FACT SHEET

PROGRAMME TITLE:	MANAGEMENT ASSISTANT
ADMISSION REQUIRMENTS	GRADE 12 INTRODUCTORY CERTIFICATE/ EQUIVALENT
SAQA ID	50404018
CREDITS	360
COURSE DURATION	3 YEARS (18 MONTHS THEORY & 18 MONTHS IN-SERVICE TRAINING)
QCTO ACCREDITATION	07-QCTO/SDP220823065737
EXAMINING BODY	DEPARTMENT OF HIGHER EDUCATION & TRAINING
MODE OF DELIVERY	HYBRID

CAREER OPPORTUNITIES

- ✓ OFFICE ADMINISTRATOR
- ✓ ADMINISTRATIVE ASSISTANT
- ✓ MANAGEMENT ASSISTANT
- ✓ EXECUTIVE SECRETARY
- ✓ DATA CAPTURER
- ✓ PERSONAL ASSISTANT

MODULAR BREAKDOWN

N4	N5	N6
COMMUNICATION	COMMUNICATION	COMMUNICATION
OFFICE PRACTICE	OFFICE PRACTICE	OFFICE PRACTICE
COMPUTER PRACTICE	COMPUTER PRACTICE	COMPUTER PRACTICE
INFORMATION PROCESSING	INFORMATION PROCESSING	INFORMATION PROCESSING

NB: ALL CERTIFICATES ARE ISSUED BY DEPARTMENT OF HIGHER EDUCATION AND TRAINING & QCTO



