

MANAGEMENT ASSISTANT COURSE BROCHURE 2022



INTRODUCTION

Welcome to the Management Assistant Online Course Brochure!

Here you will find all the information you need to learn about this exciting course, its subjects and which colleges you can choose from!



WHY STUDY ONLINE?

There are loads of benefits to studying online - it's so convenient and can be done from anywhere, in YOUR OWN TIME! With our TVET Online Learning partners, we have designed our Management Assistant Online Course to be accessible, affordable and engaging - making your online learning experience exceptional!

WITH ONLINE LEARNING, YOU WILL RECEIVE:

Flexible payment options:

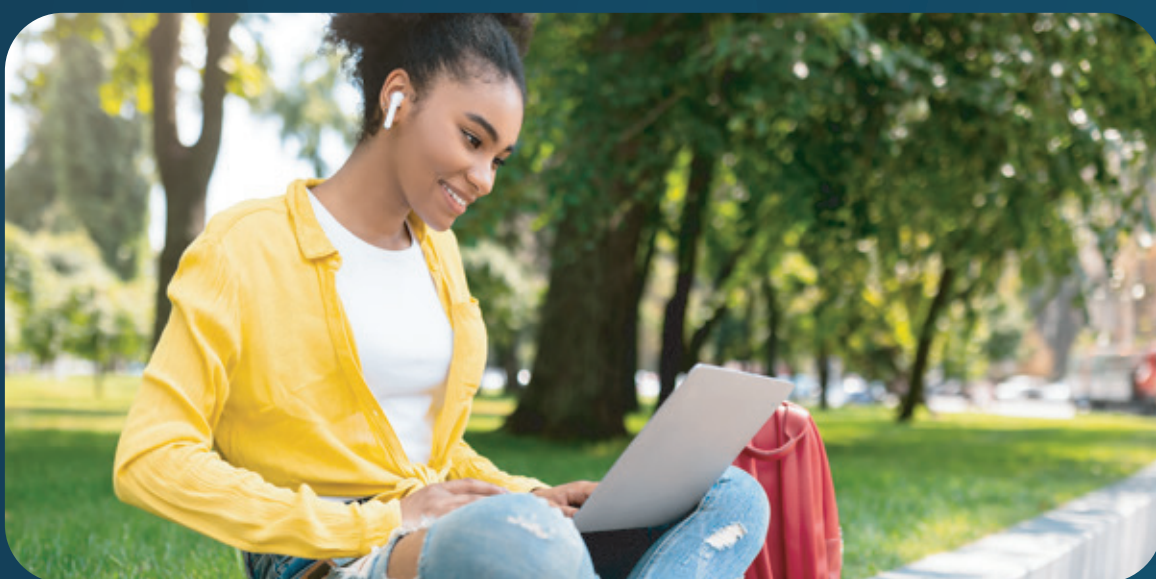
Now, you can choose from one of our interest-free payment plans.

Night and Day Assistance:

You can study at any time, so we are available at any time. Your Student Success Officers are there for your technical and administrative needs, 24/7.

Gamification:

Earn points and real-life rewards for doing your coursework and assignments.



Instant Acceptance:

Know if you qualify right away!

Online Registration:

No more long lines! Register, and upload your documents all through the portal.

Online Orientation:

Do your orientation from anywhere, in your own time. Just log in and start whenever you're ready.

ABOUT THIS COURSE:

The Management Assistant National Diploma Course

teaches students to work in any setting including retail stores, factories, and corporate environments. You will learn to arrange meetings and appointments, prepare essential documents, and update company records. Management Assistants have an eye for detail, excellent organisational aptitude, and the ability to work under pressure.

This course is available through:

Elangeni TVET College
Coastal KZN TVET College



**Elangeni
College**
Technical and Vocational
Education and Training



COURSE BREAKDOWN:

Computer Practice

This subject covers all the necessary programs a student will need to master in order to be effective in the modern-day office environment. Learn how to navigate Microsoft Word, Excel, PowerPoint, Access, and basic internet and email functionality.

Communication

Students will learn the necessary verbal and non-verbal communication skills (theoretical) and tools (practical) to function effectively in any working environment.

Information Processing

This subject teaches you the valuable computer skills you will need to be a successful Management Assistant. The term doesn't only apply to computer-based operations. You will learn how to optimise any information to the benefit of the company. We will teach you how to acquire, record, organise, retrieve, display, and disseminate data.





Entrepreneurship and Business Management

Learn the basics of how to draw up a business plan. This module teaches you all the different aspects of starting your own business, by offering an holistic approach to entrepreneurial studies. Once you're accredited, you will be ready to facilitate the streamlining of all business processes while working inside of an allocated budget.

Office Practice

This subject provides practical skills in office procedures attached to the positions of Secretary, Administrator, and Management Assistant.



#GETREADYFORWORK

FEE STRUCTURE

Each certificate from N1 - N6 consists of 4 subjects which you will need to complete before being able to progress.

MANAGEMENT ASSISTANT STUDIES 2022

SUBJECTS:	1	2	3	4
Costs ^(Vat incl)	R1 886	R3 772	R5 658	R7 544
Instalment	-	R754,40	R1 131,60	R1 508,80

⚙️ A student may choose to do more subjects @ R 1 886,00 per subject.

HOW TO APPLY:

1

VISIT WEBSITE onlinelearning.thestudenthub.co.za

2

SELECT A COLLEGE AND CHOOSE THE COURSE
YOU WANT TO STUDY

3

FILL IN THE QUICK APPLICATION FORM ON THE
COURSE PAGE

5

WAIT 15 MINUTES TO FIND OUT IF YOU HAVE BEEN
ACCEPTED

6

FOLLOW THE INSTRUCTIONS TO COMPLETE YOUR
REGISTRATION AND BEGIN STUDYING

CONTACT US

Email: apply@thestudenthub.co.za

Whatsapp: 068 404 8888

thestudent hub