

Management Assistant Communication N5 Question Papers



Management Assistant Communication N5 Question

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National N-Diploma: Management Assistant (N4-N6) What you should know The purpose of this programme is to equip you with knowledge and skills for successful entry into a secretarial field in any sector.

National N-Diploma: Management Assistant (N4-N6) - Boland ...

MANAGEMENT ASSISTANT; N4: N5: N6: Office Practice N4; Information Processing N4; Communication N4; Office Practice N5; Information Processing N5; Communication N5; Office Practice N6; Information Processing N6; Communication N6; Choose any ONE of the following subjects: Introductory Computer Practice N4; Computer Practice N4; Choose any ONE of ...

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N5 and N6 Communication - Future Managers

National Certificate: N5 Management Assistant (Computer Practice) (SAQA ID 66956) 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. This course is good option for you if you have already completed the N4 level, and you would like to continue with your studies.

National Certificate: N5 Management Assistant (Computer ...

1. Basic communication principles OVERVIEW Communication 1.1 Importance 1.2 Process 1.3 Model 1.4 Categories 1.5-1.11 Verbal/non-verbal 1.12 Phatic 1.13 Listening skills 1.1 The importance of effective communication Communication is about delivering or re-ceiving any kind of information. This in-formation can be in the form of words that

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management assistant 2.1 explain why it is important for a secretary/ management assistant to have a good knowledge of the departments, their functions and the contact persons in these

departments 2.2 explain the procedure a secretary/management assistant has to follow in dealing with the referral of enquiries or problems of customers.

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Management Studies N4 - N6 Business Management N4 - N6 Business Management - N4. Entrepreneur and Business Management N4; Financial Accounting N4; Management Communication N4 ; Computer Practice N4; Business Management - N5 Entrepreneur and Business Management N5; Financial Accounting N5; Sales Management N5 ; Computer Practice N5; Business ...

Management Studies N4 - N6

Entrance Requirements: To register for N4 you need a National Senior Certificate (NSC)/ N3 or a Grade 12 Certificate or equivalent. Recognition of Prior Learning (RPL)

Business Studies N4-N6 - South West Gauteng TVET College

N5 = 6 months N6 = 6 months The programme is a six month programme at each of the N-levels of study. ... • Communication MANAGEMENT ASSISTANT These subjects are offered at each of the different N-Levels of study for the N4-N6 MANAGEMENT ASSISTANT certificate. Title: Management Assistant N4 to N6 Author:

Management Assistant N4 to N6 - Vuselela TVET College

National N-Diploma: Management Assistant (N4 - N6) This programme focuses on skills training in the secretarial field of study. Admission Requirements. The minimum requirement for this programme is a: Grade 12/NSC or N3 Certificate

Lovedale TVET College

5 CONCESSIONS (1) The following concessions regarding the languages may be applied to aurally handicapped, aphasic and dyslectic candidates: (a) In cases where two languages are required, only one language, at First

Report 190 Part 2 - National Department of Basic Education

national n-diploma: management assistant (includes n4 - n6 certificates) The Management Assistant Diploma provides opportunities to access typist, office administration, secretarial, receptionist and personal assistant careers.

NATIONAL N-DIPLOMA: MANAGEMENT ASSISTANT (INCLUDES N4 - N6 ...

Management Assistant; N4: Office Practice Intro Information Processing/Information Processing N4 Communications Intro Computer Practice/Computer Practice N4: N5: Office Practice Information Processing N4/5 Communication Computer Practice N4/5: N6: Office Practice Information Processing N5/6 Communication Computer Practice N5/6

Course: Management Assistant N4 - N6

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