

About the Programme:

This programme progresses through three levels. Each level takes place over one semester (6 months). After completing each semester successfully, you are eligible for a national certificate on that level. You will be required to do an 18 month internship in order to apply for the National N Diploma.

ADMISSION REQUIREMENTS: Grade 12 or equivalent

PROGRAMME DELIVERY: Only subjects in **Orange** will be offered on a Full Time Basis the balance will be Part Time only.

Programme Offering	N4	N5	N6
Business Management	<ul style="list-style-type: none"> • Entrepreneurship & Business Management • Introduction to Accounting • Management Communication • Computer Practice 	<ul style="list-style-type: none"> • Entrepreneurship & Business Management • Financial Accounting N4 • Computer Practice • Sales Management 	<ul style="list-style-type: none"> • Entrepreneurship & Business Management • Financial Accounting N5 • Computer Practice • Sales Management
Human Resource Management	<ul style="list-style-type: none"> • Entrepreneurship & Business Management • Personnel Management • Management Communication • Computer Practice 	<ul style="list-style-type: none"> • Entrepreneurship & Business Management • Personnel Management • Personnel Training • Labour Relations 	<ul style="list-style-type: none"> • Entrepreneurship & Business Management • Personnel Management • Personnel Training • Labour Relations
Public Relations	<ul style="list-style-type: none"> • Office Practice • Information Processing • Communication • Computer Practice 	<ul style="list-style-type: none"> • Office Practice • Information Processing • Communication • Public Relations 	<ul style="list-style-type: none"> • Office Practice • Information Processing • Communication • Public Relations
Public Management	<ul style="list-style-type: none"> • Public Administration • Computer Practice • Management Communication • Introductory Accounting 	<ul style="list-style-type: none"> • Public Administration • Public Finance • Municipal Administration • Entrepreneurship & Business Management N4 	<ul style="list-style-type: none"> • Public Administration • Public Law • Municipal Administration • Public Finance
Educare	<ul style="list-style-type: none"> • Day Care Personnel Development • Educare Didactics: Theory & Practical • Education • Child Health 	<ul style="list-style-type: none"> • Entrepreneurship and Business Management • Day Care Communication • Educare Didactics: Theory & Practical • Educational Psychology 	<ul style="list-style-type: none"> • Day Care Management • Day Care Communication • Educare Didactics: Theory & Practical • Educational Psychology
Legal Secretary	<ul style="list-style-type: none"> • Office Practice • Information Processing • Communication • Computer Practice 	<ul style="list-style-type: none"> • Office Practice • Information Processing • Communication • Legal Practice N5 	<ul style="list-style-type: none"> • Office Practice • Information Processing • Communication • Legal Practice N6

