

**NATIONAL CERTIFICATE: N4 MANAGEMENT ASSISTANT (PUBLIC ADMINISTRATION)**

| SUBJECT                             | ASSESSMENT TASK | MARK ALLOCATION | CONTENT COVERAGE   | STUDY PROGRAMME  |
|-------------------------------------|-----------------|-----------------|--|--|
| <b>1<br/>Office Practice<br/>N4</b> | Assignment 1    | 200             | <b>Modules 1 - 4</b><br>1.Orientation<br>2.The telephone<br>3.Orientation<br>4.Meetings and conferences  | Week 1: Study module 1<br>Week 2: Study module 2<br>Week 3: Study module 3<br>Week 4: Study module 4<br>Week 5: Complete assignment 1<br>Week 6: Complete & submit assignment 1* |
|                                     | Assignment 2    | 200             | <b>Modules 5 - 7</b><br>5.Office supplies<br>6.Gathering, processing & providing information<br>7.Preparing, collecting, processing & filing documents | Week 7: Study module 5<br>Week 8: Study module 6<br>Week 9: Study module 7<br>Week 10: Complete assignment 2<br>Week 11: Complete & submit assignment 2*                         |
|                                     | Assignment 3    | 200             | <b>Modules 1 - 7</b><br>Revision   | Week 12: Complete & submit assignment 3*   |

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|-----------------------------------|-----------------|-----------------|--|---|
| <b>2<br/>Communication<br/>N4</b> | Assignment 1    | 100             | <b>Unit 1 - 6</b><br>1. Basic communication principles<br>2. Interpersonal relationships & social interaction<br>3. Interviews<br>4. Mass media & advertising<br>5. Meeting procedures & correspondence<br>6. Language usage | Week 13: Study unit 1<br>Week 14: Study unit 2 & 3<br>Week 15: Study unit 4<br>Week 16: Study unit 5<br>Week 17: Study unit 6<br>Week 18: Complete & submit assignment 1* |
|                                   | Assignment 2    | 100             | <b>Unit 7 - 13</b><br>7. Concise business communication<br>8. Business letters<br>9. Correspondence in the advertising world<br>10. Reports<br>11. Evaluating & editing material<br>12. Oral communication                   | Week 19: Study unit 7 & 8<br>Week 20: Study unit 9 & 10<br>Week 21: Study unit 11-13<br>Week 22: Complete & submit assignment 2*  |
|                                   | Assignment 3    | 100             | <b>Unit 1 - 13</b><br>Revision   | Week 23: Complete assignment 3<br>Week 24: Complete & submit assignment 3*  |

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|--|-----------------|-----------------|--|--|
| <b>3<br/>Information<br/>Processing<br/>N4</b> | Assignment 1    | 100             | <b>Module 1 - 13</b><br>1.Keyboard revision<br>2.Business letters<br>3.Drafting of short letters<br>4.Circulars/letters of promotion<br>5.Advanced display work<br>6.Itineraries<br>7.Fanfold brochures<br>8.Table of contents<br>9.Flow charts<br>10.Financial statements<br>11.Revision<br>12.African languages<br>13.Mail merge | Week 25: Study module 1 & 2              |
|  | Assignment 2    | 120             |  | Week 26: Study module 3 & 4              |
|  | Assignment 3    | 100             |  | Week 27: Study module 5                  |
|  |                 |                 |  | Week 28: Study module 6                  |
|  |                 |                 |  | Week 29: Study module 7                  |
|  |                 |                 |  | Week 30: Study module 8 & 9              |
|  |                 |                 |  | Week 31: Study module 10                 |
|  |                 |                 |  | Week 32: Study module 11 & 12            |
|  |                 |                 |  | Week 33: Study module 13                 |
|  |                 |                 |  | Week 34: Complete & submit assignment 1* |
|  |                 |                 |  | Week 35: Complete & submit assignment 2* |
|  |                 |                 |  | Week 36: Complete & submit assignment 3* |

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| <b>4<br/>Public Admin<br/>N4</b> | Assignment 1    | 135             | <b>Modules 1 - 5</b><br>1.Fundamental principles of marketing<br>2.The marketing environment            | Week 37: Study module 1 & 2<br>Week 38: Study module 3<br>Week 39: Study module 4<br>Week 40: Study module 5<br>Week 41: Complete & submit assignment 1*                         |
|                                  | Assignment 2    | 100             | <b>Modules 6 - 10</b><br>3.The market<br>4.Segmentation<br>5.Marketing information & marketing research | Week 42: Study module 6<br>Week 43: Study module 7<br>Week 44: Study module 8<br>Week 45: Study module 9<br>Week 46: Study module 10<br>Week 47: Complete & submit assignment 2* |
|                                  | Assignment 3    | 100             | <b>Modules 1 - 10</b><br>Revision   | Week 48: Complete & submit assignment 3*   |

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