

NATIONAL CERTIFICATE: N4 PUBLIC MANAGEMENT (ACCOUNTING)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
1 Management Communication N4	Assignment 1	100	Unit 1 - 6 1. Basic communication principles 2. Interpersonal relationships & social interaction 3. Interviews 4. Mass media & advertising 5. Meeting procedures & correspondence 6. Language usage	Week 1: Study unit 1 Week 2: Study unit 2 & 3 Week 3: Study unit 4 Week 4: Study unit 5 Week 5: Study unit 6 Week 6: Complete & submit assignment 1*
	Assignment 2	100	Unit 7 - 13 1. Concise business communication 2. Business letters 3. Correspondence in the advertising world 4. Reports 5. Evaluating & editing material 6. Oral communication	Week 7: Study unit 7 & 8 Week 8: Study unit 9 & 10 Week 9: Study unit 11-13 Week 10: Complete & submit assignment 2 *
	Assignment 3	100	Unit 1 - 13 Revision	Week 11: Complete assignment 3 Week 12: Complete & submit assignment 3*

*Assessment Tool: Marking Memorandum

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2 Public Admin N4	Assignment 1	135	Modules 1 - 5 1.Fundamental principles of marketing 2.The marketing environment	Week 13: Study module 1 & 2 Week 14: Study module 3 Week 15: Study module 4 Week 16: Study module 5 Week 17: Complete & submit assignment 1*
	Assignment 2	100	Modules 6 - 10 3.The market 4.Segmentation 5.Marketing information & marketing research	Week 18: Study module 6 Week 19: Study module 7 Week 20: Study module 8 Week 21: Study module 9 Week 22: Study module 10 Week 23: Complete & submit assignment 2*
	Assignment 3	100	Modules 1 - 10 Revision	Week 24: Complete & submit assignment 3*

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3 Financial Accounting N4	Assignment 1	100	Module 1 - 3 1.Revision 2.Periodic stock system 3.Departmental accounts	Week 25: Study module 1 Week 26: Study module 1 Week 27: Study module 1 Week 28: Study module 2 Week 29: Study module 3 Week 30: Complete & submit assignment 1*
	Assignment 2	80	Module 4 - 5 4.Non-profit organisations 5.Cashflow statements	Week 31: Study module 4 Week 32: Study module 5 Week 33: Study module 5 Week 34: Complete & submit assignment 2*
	Assignment 3	100	Module 1 - 5 Revision	Week 35: Complete assignment 3 Week 36: Complete & submit assignment 3*

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4 Computer Practice N4	Assignment 1	100	Unit 1 - 5 1.Introduction 2.Introduction 3.Introduction 4.Keyboarding skills 5.Word processing	Week 37: Study unit 1 - 3 Week 38: Study unit 4 Week 39: Study unit 5 Week 40: Study unit 5 Week 41: Complete & submit assignment 1*
	Assignment 2	115	Unit 6 6.Spreadsheets	Week 42: Study unit 6 Week 43: Study unit 6 Week 44: Study unit 6 Week 45: Study unit 6 Week 46: Complete & submit assignment 2*
	Assignment 3	100	Unit 1 - 6 Revision	Week 47: Complete assignment 3 Week 48: Complete & submit assignment 3*

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OR

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SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
4 Intro Computer Practice N4	Assignment 1	100	Unit 1 - 3 1.Basic computer concepts 2.Keyboarding skills 3.Word processing	Week 37: Study unit 1 & 2 Week 38: Study unit 2 Week 39: Study unit 3 Week 40: Study unit 3 Week 41: Study unit 3 Week 42: Complete & submit assignment 1*
	Assignment 2	110	Unit 4 4.Spreadsheets	Week 43: Study unit 4 Week 44: Study unit 4 Week 45: Study unit 4 Week 46: Complete & submit assignment 2*
	Assignment 3	100	Unit 1 - 4 Revision	Week 47: Complete assignment 3 Week 48: Complete & submit assignment 3*

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