

NATIONAL CERTIFICATE: N5 MANAGEMENT ASSISTANT (PUBLIC ADMINISTRATION)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
1 OFFICE PRACTICE N5	Assignment 1	200	Module 1 - 7 1.The organisational structure 2.Office administration 3.Dealing with Messengers 4.Access control, security & safety 5.Assisting with travel arrangements 6.Financial record keeping & management 7.Auxiliary services	Week 1: Study module 1 Week 2: Study module 2 Week 3: Study module 2 Week 4: Study module 3 Week 5: Study module 4 Week 6: Study module 5 Week 7: Study module 6 Week 8: Study module 7 Week 9: Study module 7 Week 10: Complete & submit assignment 1* Week 11: Complete & submit assignment 2* Week 12: Complete & submit assignment 3*
	Assignment 2	200		
	Assignment 3	200		

*Assessment Tool: Marking Memorandum

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SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
2 COMMUNICATION N5	Assignment 1	100	Module 1 – 16 1.Organisational communication 2.Formulation of aims & objectives 3.Media communication & advertising 4.Presentation communication 5.Multicultural communication 6.Motivation 7.Problem solving & decision making 8.Coping with conflict & stress 9.Interviews 10.Economic language usage 11.Concise business communication media 12.Qualities & format of good business letters 13.Different kinds of business letters 14.Meeting documentation 15.Reports 16.Critical evaluation of material	Week 13: Study module 1 & 2 Week 14: Study module 3 Week 15: Study module 4 Week 16: Study module 5 & 6 Week 17: Study module 7 & 9 Week 18: Study module 8 Week 19: Study module 10 & 11 Week 20: Study module 12 & 13 Week 21: Study module 14-16 Week 22: Complete & submit assignment 1* Week 23: Complete & submit assignment 2* Week 24: Complete & submit assignment 3*
	Assignment 2	100		
	Assignment 3	100		

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3 INFORMATION PROCESSING N5	Assignment 1	100	Module 1 – 15 1.Speed & accuracy 2.Business letters 3.Official correspondence 4.Circulars/letters of promotion 5.Address & lectures 6.Formal invitations 7.Drafting of letters 8.Agenda & notice of meeting 9.Minutes of a meeting 10.Reports 11.Programmes 12.Financial statements 13.Tables 14.African languages 15.Audio typing	Week 25: Study module 1 Week 26: Study module 2 Week 27: Study module 3 Week 28: Study module 4 - 7 Week 29: Study module 8 & 9 Week 30: Study module 10 & 11 Week 31: Study module 12 & 15 Week 32: Study module 13 Week 33: Study module 14 Week 34: Complete & submit assignment 1* Week 35: Complete & submit assignment 2* Week 36: Complete & submit assignment 3*
	Assignment 2	100		
	Assignment 3	100		

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4 PUBLIC ADMINISTRATION N5	Assignment 1	100	Module 1 – 3 1.Introduction 2.Policy & policy making 3.Organising	Week 37: Study module 1 Week 38: Study module 2 Week 39: Study module 2 Week 40: Study module 3 Week 41: Study module 3 Week 42: Complete & submit assignment 1*
	Assignment 2	100	Module 4 – 5 4.Financing 5.Personnel Administration	Week 43: Study module 4 Week 44: Study module 4 Week 45: Study module 5 Week 46: Study module 5 Week 47: Complete & submit assignment 2*
	Assignment 3	100	Module 1 – 5 Revision	Week 48: Complete & submit assignment 3*

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