

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
<b>1 PUBLIC ADMINISTRATION N5</b>	Assignment 1	100	<b>Module 1 – 3</b> 1.Introduction 2.Policy & policy making 3.Organising	Week 1: Study module 1 Week 2: Study module 2 Week 3: Study module 2 Week 4: Study module 3 Week 5: Study module 3 Week 6: Complete & submit assignment 1*
	Assignment 2	100	<b>Module 4 – 5</b> 4.Financing 5.Personnel Administration	Week 7: Study module 4 Week 8: Study module 4 Week 9: Study module 5 Week 10: Study module 5 Week 11: Complete & submit assignment 2*
	Assignment 3	100	<b>Module 1 – 5</b> Revision	Week 12: Complete & submit assignment 3*

\*Assessment Tool: Marking Memorandum

ASSIGNMENT SCHEDULE FOR STUDENTS  
**NATIONAL CERTIFICATE: N5 PUBLIC MANAGEMENT**

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
<b>2 MUNICIPAL ADMINISTRATION N5</b>	Assignment 1	120	<b>Module 1 – 5</b> 1.Development of local authorities 2.Reason for existence of local authorities 3.Determining municipal boundaries 4.Environmental factors influencing services 5.Levels of government & municipal co-operation	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	<b>Module 6 – 10</b> 6.Powers & functions of municipalities 7.Services rendered by municipalities 8.Municipal elections 9.Municipal councillors 10.Office bearers of municipalities	Week 18: Study module 6 & 7 Week 19: Study module 8 Week 20: Study module 9 Week 21: Study module 10 Week 22: Complete & submit assignment 2*
	Assignment 3	100	<b>Module 1 - 12</b> 11.Committee system of municipalities 12.Meeting procedures of municipalities Revision	Week 23: Study module 11 & 12 Week 24: Complete & submit assignment 3*

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SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
<b>3 COMPUTER PRACTICE N5</b>	Assignment 1	100	<b>Unit 1 - 7</b> Various topics Word processing	Week 25: Study unit 1 Week 26: Study unit 2 Week 27: Study unit 3 & 4 Week 28: Study unit 5 & 6 Week 29: Study unit 7 Week 30: Complete & submit assignment 1*
	Assignment 2	100	<b>Unit 8 - 11</b> Spreadsheets Access	Week 31: Study unit 8 Week 32: Study unit 8 Week 33: Study unit 9 & 10 Week 34: Study unit 11 Week 35: Complete & submit assignment 2*
	Assignment 3	100	<b>Unit 1 - 6</b> Revision	Week 36: Complete & submit assignment 3*

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SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
<b>4 PUBLIC FINANCE N5</b>	Assignment 1	100	<b>Module 1 - 8</b> 1.Fundamental principles of public finance 2.Guidelines for democratic financial systems 3.Role of the central government in the financing of public institutions 4.The generation of income and the expenditure within a state 5.Government income 6.Characteristics & functions of the government budget 7.Compilation of a government budget 8.Capital budgeting	Week 37: Study module 1 Week 38: Study module 2 Week 39: Study module 3 Week 40: Study module 3 Week 41: Study module 4 Week 42: Study module 5 Week 43: Study module 6 Week 44: Study module 7 Week 45: Study module 8 Week 46: Complete & submit assignment 1* Week 47: Complete & submit assignment 2* Week 48: Complete & submit assignment 3*
	Assignment 2	100		
	Assignment 3	100		

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