

NATIONAL CERTIFICATE: N6 MANAGEMENT ASSISTANT (COMPUTER PRACTICE)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
1 OFFICE PRACTICE N6	Assignment 1	200	1.The management function 2.The electronic office 3.Advanced secretarial functions 4.The economic environment 5.Human resources provisioning 6.Human resources maintenance and administration 7.Supervision and motivation	Week 1: Study module 1 Week 2-3: Study module 2 Week 4-5: Study module 3 Week 6: Study module 4 Week 7: Study module 5 Week 8: Study module 6 & 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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2 PUBLIC RELATIONS N5	Assignment 1	100	Module 1 – 9 1.Introduction to PR 2.The PR Practitioner 3.The PR Process 4.Internal communication 5.Social skills & protocol 6.Media 7.Media relations 8.Interpersonal relationships in the business world 9.Corporate identity	Week 13: Study module 1
	Assignment 2	100		Week 14: Study module 2
	Assignment 3	100		Week 15: Study module 3
				Week 16: Study module 4
				Week 17: Study module 5
				Week 18: Study module 6
				Week 19: Study module 7
				Week 20: Study module 8
				Week 21: Study module 9
				Week 22: Complete & submit assignment 1*
				Week 23: Complete & submit assignment 2*
				Week 24: Complete & submit assignment 3*

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3 INFORMATION PROCESSING N6	Assignment 1	100	1.Keyboard revision 2.Business letters 3.Drafting of short letters 4.Circulars/letters of promotion 5.Advanced display work	Week 25: Study module 1 & 2 Week 26: Study module 2 Week 27: Study module 3 Week 28: Study module 5 & 6 Week 29: Study module 7
	Assignment 2	100	6.Itineraries 7.Fanfold brochures 8.Table of contents	Week 30: Study module 8 & 9 Week 31: Study module 10 Week 32: Study module 11 & 12
	Assignment 3	110	9.Flow charts 10.Financial statements 11.Revision 12.African languages 13.Mail merge	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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4 COMPUTER PRACTICE N6	Assignment 1	125	1.Information systems 2.Operating systems 5.Word	Week 37: Study module 1 Week 38: Study module 2 Week 39-40: Study module 5 Week 41: Complete & submit assignment 1*
	Assignment 2	115	3.Computer viruses 4.Troubleshooting 6.Spreadheets	Week 42: Study module 3 & 4 Week 43-46: Study module 6 Week 47: Complete & submit assignment 2*
	Assignment 3	100	Revision	Week 48: Complete & submit assignment 3*

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