

NATIONAL CERTIFICATE: N6 MANAGEMENT ASSISTANT (PUBLIC ADMIN)

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
	Assignment 2	200		Week 2-3: Study module 2
	Assignment 3	200		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*

*Assessment Tool: Marking Memorandum

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2 PUBLIC RELATIONS N6	Assignment 1	100	1.Printing 2.Organisation media 3.Public relations and advertising 4.Exhibitions 5.Conferences and seminars 6.Special events	Week 13: Study module 1 Week 14: Study module 2 Week 15: Study module 3 Week 16: Study module 4 & 5 Week 17: Study module 6 Week 18: Complete & submit assignment 1*
	Assignment 2	100	7.Basic checklist 8.Crisis management 9.Sponsorships 10.Corporate social responsibility 11.Fundraising 12.Public relations and research	Week 19: Study module 7 & 8 Week 20: Study module 9 & 10 Week 21: Study module 11 Week 22: Study module 12 Week 23: Complete & submit assignment 2*
	Assignment 3	100	Revision	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 6.Itineraries 7.Fanfold brochures 8.Table of contents 9.Flow charts 10.Financial statements 11.Revision 12.African languages 13.Mail merge	Week 25: Study module 1 & 2
	Assignment 2	100		Week 26: Study module 2
	Assignment 3	110		Week 27: Study module 3
				Week 28: Study module 5 & 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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SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
4 PUBLIC ADMINISTRATION N6	Assignment 1	100	1.Procedures and methods 2.Control and responsibility 3.Managerial functions	Week 37: Study module 1 Week 38: Study module 1 Week 39: Study module 2 Week 40: Study module 3 Week 41: Complete & submit assignment 1
	Assignment 2	100	4.Auxiliary functions 5.Instrumental functions 6.Line functions 7.Government relations 8.Integrity, values and professional ethics of the public manager	Week 42: Study module 4 Week 43: Study module 5 Week 44: Study module 6 Week 45: Study module 7 Week 46: Study module 8 Week 47: Complete & submit assignment 2
	Assignment 3	100	Revision	Week 48: Complete & submit assignment 3

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