

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
1 PUBLIC ADMINISTRATION N6	Assignment 1	100	1.Procedures and methods 2.Control and responsibility 3.Managerial functions	Week 1: Study module 1 Week 2: Study module 1 Week 3: Study module 2 Week 4: Study module 3 Week 5: 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 6: Study module 4 Week 7: Study module 5 Week 8: Study module 6 Week 9: Study module 7 Week 10: Study module 8 Week 11: Complete & submit assignment 2 *
	Assignment 3	100	Revision	Week 12: Complete & submit assignment 3*

*Assessment Tool: Marking Memorandum

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
2 MUNICIPAL ADMINISTRATION N6	Assignment 1	260	1. Financial aspects of municipalities 2. Financial control measures in municipal finances 3. Personnel in municipal administration	Week 13: Study module 1 Week 14: Study module 2 Week 15: Study module 3 Week 16: Study module 3 Week 17: Complete & submit assignment 1*
	Assignment 2	260	4. Key officials in municipal administration 5. The role of municipal manager in municipal and personnel administration 6. Control over municipal authorities 7. Public participation and municipal public relations	Week 18: Study module 4 Week 19: Study module 5 Week 20: Study module 6 Week 21: Study module 7 Week 22: Complete & submit assignment 2*
	Assignment 3	100	Revision	Week 23: Revision Week 24: Complete & submit assignment 3*

*Assessment Tool: Marking Memorandum

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
3 PUBLIC LAW N6	Assignment 1	90		Week 25: Study module 1 & 2 Week 26: Study module 3 & 4 Week 27: Study module 5 Week 28: Complete & submit assignment 1*
	Assignment 2	90		Week 29: Study module 6 & 7 Week 30: Study module 8 & 9 Week 31: Study module 10 & 11 Week 32: Study module 12 & 13 Week 33: Study module 14 Week 34: Study module 15 Week 35: Complete & submit assignment 2*
	Assignment 3	110		Week 36: Complete & submit assignment 3*

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ASSIGNMENT SCHEDULE FOR STUDENTS
NATIONAL CERTIFICATE: N6 PUBLIC MANAGEMENT

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
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: Study module 5 Week 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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