

INTRODUCTORY CERTIFICATE: N4 BUSINESS STUDIES

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
1 INTRODUCTORY ENTREPRE- NEURSHIP N4	Assignment 1	100	1.The business world 2.The establishment of a business 3.Basic business calculations 4.Introduction to entrepreneurship	Week 1: Study topic 1 Week 2: Study topic 2 Week 3: Study topic 3 Week 4: Study topic 4 Week 5: Complete & submit assignment 1*
	Assignment 2	100	5.Marketing aspects 6.Financial aspects 7.Administrative aspects 8.The business plan	Week 6: Study topic 5 Week 7: Study topic 6 Week 8: Study topic 7 Week 9: Study topic 8 Week 10: Complete & submit assignment 2*
	Assignment 3	100	Revision	Week 11: Revision Week 12: Complete & submit assignment 3*

*Assessment Tool: Marking Memorandum

INTRODUCTORY CERTIFICATE: N4 BUSINESS STUDIES

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
2 INTRODUCTORY COMMUNICATION N4	Assignment 1	100	1.Effective study 2.Listening skills 3.Remedial English 4.Reading and comprehension skills	Week 13: Study module 1 Week 14: Study module 1 Week 15: Study module 2 Week 16: Study module 2 Week 17: Study module 3 Week 18: Study module 3 Week 19: Study module 4 Week 20: Study module 4 Week 21: Complete & submit assignment 1* Week 22: Complete & submit assignment 2* Week 23-24: Complete & submit assignment 3*
	Assignment 2	100		
	Assignment 3	100		

*Assessment Tool: Marking Memorandum

INTRODUCTORY CERTIFICATE: N4 BUSINESS STUDIES (1)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
3 INTRODUCTORY COMPUTER PRACTICE N4	Assignment 1	100	1.Basic computer skills 2.Keyboarding skills 3.Word processing	Week 25: Study unit 1 & 2 Week 26: Study unit 2 Week 27: Study unit 3 Week 28: Study unit 3 Week 29: Study unit 3 Week 30: Complete & submit assignment 1*
	Assignment 2	115	4.Spreadsheets	Week 31: Study unit 4 Week 32: Study unit 4 Week 33: Study unit 4 Week 34: Complete & submit assignment 2*
	Assignment 3	100	Revision	Week 35-36: Complete & submit assignment 3*

*Assessment Tool: Marking Memorandum

INTRODUCTORY CERTIFICATE: N4 BUSINESS STUDIES (2)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
4 INTRODUCTORY ACCOUNTING N4	Assignment 1	95	1.Introduction 2.Forms of ownership 3.Documents and authorisation of transactions	Week 37: Study module 1 - 3 Week 38: Study module 4 & 5 Week 39: Study module 6
	Assignment 2	105	4.Opening of a trading business 5.Principles and definitions 6.Trading business: Principles of the double entry system	Week 40: Study module 6 Week 41: Study module 7 Week 42: Study module 7 Week 43: Study module 8
	Assignment 3	100	7.Trade business: Subsidiary journals and posting to the general ledger 8.Bank reconciliation 9.Year-end procedure	Week 44: Study module 8 Week 45: Study module 9 Week 46: Complete & submit assignment 1* Week 47: Complete & submit assignment 2* Week 48: Complete & submit assignment 3*

*Assessment Tool: Marking Memorandum

INTRODUCTORY CERTIFICATE: N4 BUSINESS STUDIES -FINANCIAL MANAGEMENT(1)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
3 INTRODUCTORY ACCOUNTING N4	Assignment 1	95	1.Introduction 2.Forms of ownership 3.Documents and authorisation of transactions 4.Opening of a trading business	Week 25: Study module 1 - 3 Week 26: Study module 4 & 5 Week 27: Study module 6 Week 28: Study module 6
	Assignment 2	105	5.Principles and definitions 6.Trading business: Principles of the double entry system	Week 29: Study module 7 Week 30: Study module 7 Week 31: Study module 8 Week 32: Study module 8
	Assignment 3	100	7.Trade business: Subsidiary journals and posting to the general ledger 8.Bank reconciliation 9.Year-end procedure	Week 33: Study module 9 Week 34: Complete & submit assignment 1* Week 35: Complete & submit assignment 2* Week 36: Complete & submit assignment 3*

*Assessment Tool: Marking Memorandum

INTRODUCTORY CERTIFICATE: N4 BUSINESS STUDIES - FINANCIAL MANAGEMENT(2)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
4 INTRODUCTORY PERSONNEL MANAGEMENT N4	Assignment 1	100	1.Study management 2.The integrated role of management and economics 3.The enterprise as an organisation	Week 37: Study module 1 Week 38: Study module 2 Week 39: Study module 3 Week 40: Study module 3 Week 41: Complete & submit assignment 1*
	Assignment 2	90	4.Human behaviour in enterprises 5.The management of human resources in an enterprise 6.Labour relations in an enterprise	Week 42: Study module 4 Week 43: Study module 4 Week 44: Study module 5 Week 45: Study module 6 Week 46: Complete & submit assignment 2*
	Assignment 3	100	Revision	Week 47: Revision Week 48: Complete & submit assignment 3*

*Assessment Tool: Marking Memorandum

INTRODUCTORY CERTIFICATE: N4 BUSINESS STUDIES - HUMAN RESOURCES(1)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
3 INTRODUCTORY PERSONNEL MANAGEMENT N4	Assignment 1	100	1.Study management 2.The integrated role of management and economics 3.The enterprise as an organisation	Week 25: Study module 1 Week 26: Study module 2 Week 27: Study module 3 Week 28: Study module 3 Week 29: Complete & submit assignment 1*
	Assignment 2	90	4.Human behaviour in enterprises 5.The management of human resources in an enterprise 6.Labour relations in an enterprise	Week 30: Study module 4 Week 31: Study module 4 Week 32: Study module 5 Week 33: Study module 6 Week 34: Complete & submit assignment 2*
	Assignment 3	100	Revision	Week 35: Revision Week 36: Complete & submit assignment 3*

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INTRODUCTORY CERTIFICATE: N4 BUSINESS STUDIES - HUMAN RESOURCES (2)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
4 INTRODUCTORY COMPUTER PRACTICE N4	Assignment 1	100	1.Basic computer skills 2.Keyboarding skills 3.Word processing	Week 37: Study unit 1 & 2 Week 38: Study unit 2 Week 39: Study unit 3 Week 40: Study unit 3 Week 41: Study unit 3 Week 42: Complete & submit assignment 1*
	Assignment 2	115	4.Spreadsheets	Week 43: Study unit 4 Week 44: Study unit 4 Week 45: Study unit 4 Week 46: Complete & submit assignment 2*
	Assignment 3	100	Revision	Week 47-48: Complete & submit assignment 3*

*Assessment Tool: Marking Memorandum

ASSIGNMENT SCHEDULE FOR STUDENTS
INTRODUCTORY CERTIFICATE: N4 BUSINESS STUDIES
- PUBLIC & BUSINESS MANAGEMENT(1)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
3 INTRODUCTORY PUBLIC ADMINISTRATION N4	Assignment 1	100	1.Introduction 2.Citizenship and franchise qualifications 3.State institutions – national level	Week 25: Study module 1 Week 26: Study module 2 Week 27: Study module 3 Week 30: Complete & submit assignment 1*
	Assignment 2	115	4.State institutions – Provincial level 5.State institutions – local level 6.Judicial function 7.Budgetary control 8.SA national symbols	Week 28: Study module 4 Week 29: Study module 5 Week 31: Study module 6 Week 32: Study module 7 Week 33: Study module 8 Week 34: Complete & submit assignment 2*
	Assignment 3	100	Revision	Week 35-36: Complete & submit assignment 3*

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ASSIGNMENT SCHEDULE FOR STUDENTS
INTRODUCTORY CERTIFICATE: N4 BUSINESS STUDIES
- PUBLIC & BUSINESS MANAGEMENT(2)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
4 INTRODUCTORY ACCOUNTING N4	Assignment 1	95	1.Introduction 2.Forms of ownership 3.Documents and authorisation of transactions 4.Opening of a trading business	Week 37: Study module 1 - 3 Week 38: Study module 4 & 5 Week 39: Study module 6 Week 40: Study module 6
	Assignment 2	105	5.Principles and definitions 6.Trading business: Principles of the double entry system	Week 41: Study module 7 Week 42: Study module 7 Week 43: Study module 8 Week 44: Study module 8
	Assignment 3	100	7.Trade business: Subsidiary journals and posting to the general ledger 8.Bank reconciliation 9.Year-end procedure	Week 45: Study module 9 Week 46: Complete & submit assignment 1* Week 47: Complete & submit assignment 2* Week 48: Complete & submit assignment 3*

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ASSIGNMENT SCHEDULE FOR STUDENTS
INTRODUCTORY CERTIFICATE: N4 BUSINESS STUDIES
- MANAGEMENT ASSISTANT & SECRETARIAL (1)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
3 INTRODUCTORY INFORMATION PROCESSING N4	Assignment 1	100	1.Introduction computer and MS Word 2010 2.Acquiring keyboard skills/speed/accuracy 3.Menus	Week 25: Study module 1 Week 26: Study module 1 Week 27: Study module 2 & 3
	Assignment 2	100	4.Advertisements 5.Paragraphs 6.Business letters 7.Official letters	Week 28: Study module 4 & 5 Week 29: Study module 6 - 8 Week 30: Study module 9 - 11 Week 31: Study module 12 & 14
	Assignment 3	100	8.Letters of application 9.Curriculum Vitae 10.Memoranda 11.Assignments on folded A4 paper 12.Financial statements 13.Tables 14.African languages 15.Word processing	Week 32: Study module 13 Week 33: Study module 15 Week 34: Complete & submit assignment 1* Week 35: Complete & submit assignment 2* Week 36: Complete & submit assignment 3*

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ASSIGNMENT SCHEDULE FOR STUDENTS
INTRODUCTORY CERTIFICATE: N4 BUSINESS STUDIES
- MANAGEMENT ASSISTANT & SECRETARIAL (2)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
4 INTRODUCTORY COMPUTER PRACTICE N4	Assignment 1	100	1.Basic computer skills 2.Keyboarding skills 3.Word processing	Week 37: Study unit 1 & 2 Week 38: Study unit 2 Week 39-41: Study unit 3 Week 42: Complete & submit assignment 1*
	Assignment 2	115	4.Spreadsheets	Week 43-45: Study unit 4 Week 46: Complete & submit assignment 2*
	Assignment 3	100	Revision	Week 47-48: Complete & submit assignment 3*

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ASSIGNMENT SCHEDULE FOR STUDENTS
INTRODUCTORY CERTIFICATE: N4 BUSINESS STUDIES
- MARKETING MANAGEMENT (1)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
3 INTRODUCTORY MARKETING N4	Assignment 1	100	1.The nature of marketing 2.The functions of marketing 3.The marketing mix 4.The market 5.Market segmentation	Week 25: Study module 1 Week 26: Study module 1 Week 27: Study module 2 Week 28: Study module 3 Week 29: Study module 3 Week 30: Study module 4 Week 31: Study module 4 Week 32: Study module 5 Week 33: Study module 5 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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ASSIGNMENT SCHEDULE FOR STUDENTS
INTRODUCTORY CERTIFICATE: N4 BUSINESS STUDIES
- MARKETING MANAGEMENT (2)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
4 INTRODUCTORY COMPUTER PRACTICE N4	Assignment 1	100	1.Basic computer skills 2.Keyboarding skills 3.Word processing	Week 37: Study unit 1 & 2 Week 38: Study unit 2 Week 39-41: Study unit 3 Week 42: Complete & submit assignment 1*
	Assignment 2	115	4.Spreadsheets	Week 43-45: Study unit 4 Week 46: Complete & submit assignment 2*
	Assignment 3	100	Revision	Week 47-48: Complete & submit assignment 3*

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ASSIGNMENT SCHEDULE FOR STUDENTS
INTRODUCTORY CERTIFICATE: N4 BUSINESS STUDIES
- PUBLIC MANAGEMENT & HUMAN RESOURCE MANAGEMENT (1)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
3 INTRODUCTORY PUBLIC ADMINISTRATION N4	Assignment 1	100	1.Introduction 2.Citizenship and franchise qualifications 3.State institutions – national level	Week 25: Study module 1 Week 26: Study module 2 Week 27: Study module 3 Week 30: Complete & submit assignment 1*
	Assignment 2	100	4.State institutions – Provincial level 5.State institutions – local level 6.Judicial function 7.Budgetary control 8.SA national symbols	Week 28: Study module 4 Week 29: Study module 5 Week 31: Study module 6 Week 32: Study module 7 Week 33: Study module 8 Week 34: Complete & submit assignment 2*
	Assignment 3	100	Revision	Week 35-36: Complete & submit assignment 3*

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SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
4 INTRODUCTORY PERSONNEL MANAGEMENT N4	Assignment 1	100	1.Study management 2.The integrated role of management and economics 3.The enterprise as an organisation	Week 37: Study module 1 Week 38: Study module 2 Week 39: Study module 3 Week 40: Study module 3 Week 41: Complete & submit assignment 1*
	Assignment 2	90	4.Human behaviour in enterprises 5.The management of human resources in an enterprise 6.Labour relations in an enterprise	Week 42: Study module 4 Week 43: Study module 4 Week 44: Study module 5 Week 45: Study module 6 Week 46: Complete & submit assignment 2*
	Assignment 3	100	Revision	Week 47: Revision Week 48: Complete & submit assignment 3*

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INTRODUCTORY CERTIFICATE: N4 BUSINESS STUDIES - PUBLIC RELATIONS (1)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
3 INTRODUCTORY PUBLIC ADMINISTRATION N4	Assignment 1	100	1.Introduction 2.Citizenship and franchise qualifications 3.State institutions – national level	Week 25: Study module 1 Week 26: Study module 2 Week 27: Study module 3 Week 30: Complete & submit assignment 1*
	Assignment 2	100	4.State institutions – Provincial level 5.State institutions – local level 6.Judicial function 7.Budgetary control 8.SA national symbols	Week 28: Study module 4 Week 29: Study module 5 Week 31: Study module 6 Week 32: Study module 7 Week 33: Study module 8 Week 34: Complete & submit assignment 2
	Assignment 3	100	Revision	Week 35-36: Complete & submit assignment 3*

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INTRODUCTORY CERTIFICATE: N4 BUSINESS STUDIES - PUBLIC RELATIONS (2)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
4 INTRODUCTORY INFORMATION PROCESSING N4	Assignment 1	100	1.Introduction computer and MS Word 2010 2.Acquiring keyboard skills/speed/accuracy	Week 37: Study module 1 Week 38: Study module 1 Week 39: Study module 2 & 3 Week 40: Study module 4 & 5 Week 41: Study module 6 - 8 Week 42: Study module 9 - 11 Week 43: Study module 12 & 14 Week 44: Study module 13 Week 45: Study module 15 Week 46: Complete & submit assignment 1* Week 47: Complete & submit assignment 2* Week 48: Complete & submit assignment 3*
	Assignment 2	100	3.Menus 4.Advertisements 5.Paragraphs 6.Business letters 7.Official letters	
	Assignment 3	100	8.Letters of application 9.Curriculum Vitae 10.Memoranda 11.Assignments on folded A4 paper 12.Financial statements 13.Tables 14.African languages 15.Word processing	

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INTRODUCTORY CERTIFICATE: N4 BUSINESS STUDIES - TOURISM (1)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
3 INTRODUCTORY PERSONNEL MANAGEMENT N4	Assignment 1	100	1.Study management 2.The integrated role of management and economics 3.The enterprise as an organisation	Week 25: Study module 1 Week 26: Study module 2 Week 27: Study module 3 Week 28: Study module 3 Week 29: Complete & submit assignment 1*
	Assignment 2	90	4.Human behaviour in enterprises 5.The management of human resources in an enterprise 6.Labour relations in an enterprise	Week 30: Study module 4 Week 31: Study module 4 Week 32: Study module 5 Week 33: Study module 6 Week 34: Complete & submit assignment 2*
	Assignment 3	100	Revision	Week 35: Revision Week 36: Complete & submit assignment 3*

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INTRODUCTORY CERTIFICATE: N4 BUSINESS STUDIES - TOURISM (2)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
4 INTRODUCTORY MARKETING N4	Assignment 1	100	1.The nature of marketing 2.The functions of marketing 3.The marketing mix 4.The market 5.Market segmentation	Week 37: Study module 1
	Assignment 2	100		Week 38: Study module 1
	Assignment 3	100		Week 39: Study module 2
				Week 40: Study module 3
				Week 41: Study module 3
				Week 42: Study module 4
				Week 43: Study module 4
				Week 44: Study module 5
				Week 45: Study module 5
				Week 46: Complete & submit assignment 1*
				Week 47: Complete & submit assignment 2*
				Week 48: Complete & submit assignment 3*

***Assessment Tool:** Marking Memorandum