

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
<b>1 Entrepreneurship &amp; Business Management N4</b>	Assignment 1	100	<b>Topic 1, 2, 5, 7</b> 1.The challenges of entrepreneurships 2.Creativity & idea generation 5.Intro to the business plan 7.The management plan	Week 1: Study topic 1 & 2 Week 2: Study topic 5 Week 3: Study topic 7 Week 4: Complete & submit assignment 1*
	Assignment 2	100	<b>Topic 3, 4, 6, 8</b> 3.Market feasibility study 4.Financial feasibility study 6.The marketing plan 8.The financial plan	Week 5: Study topic 3 Week 6: Study topic 4 Week 7: Study topic 6 Week 8: Study topic 8 Week 9: Complete & submit assignment 2*
	Assignment 3	80	<b>Topic 1 - 8</b> The business plan	Week 10: Complete assignment 3 Week 11: Complete assignment 3 Week 12: Complete & submit assignment 3*

\*Assessment Tool: Marking Memorandum

ASSIGNMENT SCHEDULE FOR STUDENTS  
**NATIONAL CERTIFICATE: N4 BUSINESS MANAGEMENT**

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
<b>2 Management Communication N4</b>	Assignment 1	100	<b>Unit 1 - 6</b> 1.Basic communication principles 2.Interpersonal relationships & social interaction 3.Interviews 4.Mass media & advertising 5.Meeting procedures & correspondence 6.Language usage	Week 13: Study unit 1 Week 14: Study unit 2 & 3 Week 15: Study unit 4 Week 16: Study unit 5 Week 17: Study unit 6 Week 18: Complete & submit assignment 1*
	Assignment 2	100	<b>Unit 7 - 13</b> 1.Concise business communication 2.Business letters 3.Correspondence in the advertising world 4.Reports 5.Evaluating & editing material 6.Oral communication	Week 19: Study unit 7 & 8 Week 20: Study unit 9 & 10 Week 21: Study unit 11-13 Week 22: Complete & submit assignment 2*
	Assignment 3	100	<b>Unit 1 - 13</b> Revision	Week 23: Complete assignment 3 Week 24: Complete & submit assignment 3*

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SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
<b>3 Computer Practice N4</b>	Assignment 1	100	<b>Unit 1 - 5</b> 1.Introduction 2.Introduction 3.Introduction 4.Keyboarding skills 5.Word processing	Week 25: Study unit 1 - 3 Week 26: Study unit 4 Week 27: Study unit 5 Week 28: Study unit 5 Week 29: Complete & submit assignment 1*
	Assignment 2	115	<b>Unit 6</b> 6.Spreadsheets	Week 30: Study unit 6 Week 31: Study unit 6 Week 32: Study unit 6 Week 33: Study unit 6 Week 34: Complete & submit assignment 2*
	Assignment 3	100	<b>Unit 1 - 6</b> Revision	Week 35: Complete assignment 3 Week 36: Complete & submit assignment 3*

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SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
<b>4 Financial Accounting N4</b>	Assignment 1	100	<b>Module 1 - 3</b> 1.Revision 2.Periodic stock system 3.Departmental accounts	Week 37: Study module 1 Week 38: Study module 1 Week 39: Study module 1 Week 40: Study module 2 Week 41: Study module 3 Week 42: Complete & submit assignment 1*
	Assignment 2	80	<b>Module 4 - 5</b> 4.Non-profit organisations 5.Cashflow statements	Week 43: Study module 4 Week 44: Study module 5 Week 45: Study module 5 Week 46: Complete & submit assignment 2*
	Assignment 3	100	<b>Module 1 - 5</b> Revision	Week 47: Complete assignment 3 Week 48: Complete & submit assignment 3*

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