

NATIONAL CERTIFICATE: N4 FINANCIAL MANAGEMENT

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
1 Entrepreneurship & Business Management N4	Assignment 1	100	Topic 1, 2, 5, 7 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	Topic 3, 4, 6, 8 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	Topic 1 - 8 The business plan	Week 10: Complete assignment 3 Week 11: Complete assignment 3 Week 12: Complete & submit assignment 3*

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2 Management Communication N4	Assignment 1	100	Unit 1 - 6 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	Unit 7 - 13 7. Concise business communication 8. Business letters 9. Correspondence in the advertising world 10. Reports 11. Evaluating & editing material 12. 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	Unit 1 - 13 Revision	Week 23: Complete assignment 3 Week 24: Complete & submit assignment 3*

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3 Computerised Financial Systems N4	Assignment 1	100	Module 1 - 8 1.Introduction to computers 2.Applying basic Windows commands 3.Mastering the keyboard 4.Basic Word processing 5.Computerised bookkeeping 6.Opening a set of accounts & input of cash and credit block transactions for a service enterprise 7.Application of VAT 8.Opening a set of accounts for a retail company	Week 25: Study module 1 - 3 Week 26: Study module 4 Week 27: Study module 5 & Install software Week 28: Study module 6 & Practice on software provided Week 29: Study module 6 & Practice on software provided Week 30: Study module 7 & 8 Week 31: Study module 8 & Practice on software provided Week 32: Study module 8 & Practice on software provided Week 33: Study module 8 & Practice on software provided Week 34: Complete & submit assignment 1* Week 35: Complete & submit assignment 2* Week 36: Complete & submit assignment 3*
	Assignment 2	110		
	Assignment 3	120		

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4 Financial Accounting N4	Assignment 1	100	Module 1 - 3 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	Module 4 - 5 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	Module 1 - 5 Revision	Week 47: Complete assignment 3 Week 48: Complete & submit assignment 3*

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