

NATIONAL CERTIFICATE: N4 HUMAN RESOURCES MANAGEMENT (LEGAL)

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 entrepreneurship 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*

*Assessment Tool: Marking Memorandum

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2 Personnel Management N4	Assignment 1	100	Modules 1, 2 1.The integrated role of management 2.The nature of an organisation	Week 13: Study module 1 Week 14: Study module 2 Week 15: Study module 2 Week 16: Complete assignment 1 Week 17: Complete & submit assignment 1*
	Assignment 2	100	Modules 3, 4, 5 3.The behaviour of groups in organisations 4.Managing HR in organisations 5.Productivity and work study	Week 18: Study module 3 Week 19: Study module 4 Week 20: Study module 5 Week 21: Complete assignment 2 Week 22: Complete & submit assignment 2 *
	Assignment 3	100	Modules 1 - 5 Revision	Week 23: Complete assignment 3 Week 24: Complete & submit assignment 3*

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3 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 25: Study unit 1 Week 26: Study unit 2 & 3 Week 27: Study unit 4 Week 28: Study unit 5 Week 29: Study unit 6 Week 30: 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 31: Study unit 7 & 8 Week 32: Study unit 9 & 10 Week 33: Study unit 11-13 Week 34: Complete & submit assignment 2*
	Assignment 3	100	Unit 1 - 13 Revision	Week 35: Complete assignment 3 Week 36: Complete & submit assignment 3*

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4 Intro Computer Practice N4	Assignment 1	100	Unit 1 - 3 1.Basic computer concepts 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	110	Unit 4 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	Unit 1 - 4 Revision	Week 47: Complete assignment 3 Week 48: Complete & submit assignment 3*

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