

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

\*Assessment Tool: Marking Memorandum

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<b>2 Personnel Management N4</b>	Assignment 1	<b>Modules 1</b> 1.Introduction to Personnel Management	200	Week 13-16: Study module 1 Week 17: Complete self- assessment questions & begin with assignment 1 Week 18: Complete & submit assignment 1*
	Assignment 2	<b>Modules 2</b> 2. Human Resources planning	200	Week 19: Study module 2 Week 20: Complete self-assessment questions and begin with assignment 2 Week 21: Complete & submit assignment 2*
	Assignment 3	<b>Modules 3</b> 3. Job design	200	Week 22:Study module 3 Week 23: Complete self-assessment questions & begin with assignment 3 Week 24: Complete & submit assignment 3*

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<b>3 Management Communication N4</b>	Assignment 1	<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	100	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	<b>Unit 7 - 13</b> 7. Concise business communication 8. Business letters 9. Correspondence in the advertising world 10. Reports 11. Evaluating & editing material 12. Oral communication	100	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	<b>Unit 1 - 13</b> Revision	100	Week 35-36: Complete & submit assignment 3*

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SUBJECT	ASSESSMENT TASK	CONTENT COVERAGE	MARK ALLOCATION	STUDY PROGRAMME
<b>4 Computer Practice N4</b>	Assignment 1	<b>Unit 1 - 5</b> 1.Introduction 2.Introduction 3.Introduction 4.Keyboarding skills 5.Word processing	100	Week 37: Study unit 1 - 3 Week 38: Study unit 4 Week 39: Study unit 5 Week 40: Study unit 5 Week 41: Complete & submit assignment 1*
	Assignment 2	<b>Unit 6</b> 6.Spreadsheets	115	Week 42-45: Study unit 6 Week 46: Complete & submit assignment 2*
	Assignment 3	<b>Unit 1 - 6</b> Revision	100	Week 47: Complete assignment 3 Week 48: Complete & submit assignment 3*

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