

ASSIGNMENT SCHEDULE FOR STUDENTS  
**NATIONAL CERTIFICATE: N4 LEGAL SECRETARY**

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
<b>1 Office Practice N4</b>	Assignment 1	200	<b>Modules 1 - 4</b> 1.Orientation 2.The telephone 3.Orientation 4.Meetings and conferences	Week 1: Study module 1 Week 2: Study module 2 Week 3: Study module 3 Week 4: Study module 4 Week 5: Complete assignment 1 Week 6: Complete & submit assignment 1*
	Assignment 2	200	<b>Modules 5 - 7</b> 5.Office supplies 6.Gathering, processing & providing information 7.Preparing, collecting, processing & filing documents	Week 7: Study module 5 Week 8: Study module 6 Week 9: Study module 7 Week 10: Complete assignment 2 Week 11: Complete & submit assignment 2*
	Assignment 3	200	<b>Modules 1 - 7</b> Revision	Week 12: Complete & submit assignment 3*

\*Assessment Tool: Marking Memorandum

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SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
<b>2 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> 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	<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 Information Processing N4</b>	Assignment 1	100	<b>Module 1 - 13</b> 1.Keyboard revision 2.Business letters 3.Drafting of short letters 4.Circulars/letters of promotion 5.Advanced display work 6.Itineraries 7.Fanfold brochures 8.Table of contents 9.Flow charts 10.Financial statements 11.Revision 12.African languages 13.Mail merge	Week 25: Study module 1 & 2
	Assignment 2	120		Week 26: Study module 3 & 4
	Assignment 3	100		Week 27: Study module 5
				Week 28: Study module 6
				Week 29: Study module 7
				Week 30: Study module 8 & 9
				Week 31: Study module 10
				Week 32: Study module 11 & 12
				Week 33: Study module 13
				Week 34: Complete & submit assignment 1*
				Week 35: Complete & submit assignment 2*
				Week 36: Complete & submit assignment 3*

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SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
<b>4 Mercantile Law N4</b>	Assignment 1	100	<b>Module 1 - 3</b> 1.Introduction to the law 2.Law of contracts 3.Contracts of sale	Week 37: Study module 1 Week 38: Study module 2 Week 39: Study module 2 Week 40: Study module 3 Week 41: Complete & submit assignment 1*
	Assignment 2	100	<b>Module 4 - 7</b> 4.Credit agreements 5.Letting & hiring of immovable property 6.Contracts of employment 7.Negotiable instruments	Week 42: Study module 4 Week 43: Study module 5 Week 44: Study module 6 Week 45: Study module 7 Week 46: Complete & submit assignment 2*
	Assignment 3	100	<b>Module 1 – 7</b> Revision	Week 47: Complete assignment 3 Week 48: Complete & submit assignment 3*

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