

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
1 Office Practice N4	Assignment 1	200	Modules 1 - 4 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	Modules 5 - 7 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	Modules 1 - 7 Revision	Week 12: Complete & submit assignment 3*

*Assessment Tool: Marking Memorandum

NATIONAL CERTIFICATE: N4 MANAGEMENT ASSISTANT (COMPUTER PRACTICE)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
2 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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SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
3 Information Processing N4	Assignment 1	100	Module 1 - 13 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
4 Computer Practice N4	Assignment 1	100	Unit 1 - 5 1.Introduction 2.Introduction 3.Introduction 4.Keyboarding skills 5.Word processing	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	115	Unit 6 6.Spreadsheets	Week 42: Study unit 6 Week 43: Study unit 6 Week 44: Study unit 6 Week 45: Study unit 6 Week 46: Complete & submit assignment 2*
	Assignment 3	100	Unit 1 - 6 Revision	Week 47: Complete assignment 3 Week 48: Complete & submit assignment 3*

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