

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

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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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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 Medical Practice N4	Assignment 1	250	Chapter 1 – 16 1. Anatomy & Physiology of the body 2. Cells & Tissues 3. Digestive system 4. Breathing system 5. Heart-blood vessel system 6. Lymphatic system 7. Endocrine system 8. Nervous system 9. Excretion system 10. Skeleton system 11. Female reproductive system 12. Male reproductive system 13. Venereal diseases 14. Paediatrics 15. Motivation of behaviour 16. Basic principles of coping with human relations	Week 37: Study chapter 1 & 2 Week 38: Study chapter 3 & 4 Week 39: Study chapter 5 & 6 Week 40: Study chapter 7 & 8 Week 41: Study chapter 9 & 10 Week 42: Study chapter 11 & 12 Week 43: Study chapter 13 & 14 Week 44: Study chapter 15 & 16 Week 45: Complete & submit assignment 1* Week 46: Complete & submit assignment 2* Week 47: Complete & submit assignment 3* Week 48: Complete & submit assignment 4*
	Assignment 2	150		
	Assignment 3	200		
	Assignment 4	100		

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