

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
1 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 1: Study unit 1 Week 2: Study unit 2 & 3 Week 3: Study unit 4 Week 4: Study unit 5 Week 5: Study unit 6 Week 6: Complete & submit assignment 1*
	Assignment 2	100	Unit 7 - 13 1.Concise business communication 2.Business letters 3.Correspondence in the advertising world 4.Reports 5.Evaluating & editing material 6.Oral communication	Week 7: Study unit 7 & 8 Week 8: Study unit 9 & 10 Week 9: Study unit 11-13 Week 10: Complete & submit assignment 2*
	Assignment 3	100	Unit 1 - 13 Revision	Week 11: Complete assignment 3 Week 12: Complete & submit assignment 3*

*Assessment Tool: Marking Memorandum

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2 Public Admin N4	Assignment 1	135	Modules 1 - 5 1.Fundamental principles of marketing 2.The marketing environment	Week 13: Study module 1 & 2 Week 14: Study module 3 Week 15: Study module 4 Week 16: Study module 5 Week 17: Complete & submit assignment 1*
	Assignment 2	100	Modules 6 - 10 3.The market 4.Segmentation 5.Marketing information & marketing research	Week 18: Study module 6 Week 19: Study module 7 Week 20: Study module 8 Week 21: Study module 9 Week 22: Study module 10 Week 23: Complete & submit assignment 2*
	Assignment 3	100	Modules 1 - 10 Revision	Week 24: Complete & submit assignment 3*

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3 Entrepreneurship & Business Management N4	Assignment 1	100	Topic 1, 2, 5, 7 1.The challenges of entrepreneurships 2.Creativity & idea generation 5.Intro to the business plan 7.The management plan	Week 25: Study topic 1 & 2 Week 26: Study topic 5 Week 27: Study topic 7 Week 28: 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 29: Study topic 3 Week 30: Study topic 4 Week 31: Study topic 6 Week 32: Study topic 8 Week 33: Complete & submit assignment 2*
	Assignment 3	80	Topic 1 - 8 The business plan	Week 34: Complete assignment 3 Week 35: Complete assignment 3 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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