

ASSIGNMENT SCHEDULE FOR STUDENTS
NATIONAL CERTIFICATE: N4 PUBLIC RELATIONS

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

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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 1.Concise business communication 2.Business letters 3.Correspondence in the advertising world 4.Reports 5.Evaluating & editing material 6.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 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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4 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 37: Study module 1 & 2
	Assignment 2	120		Week 38: Study module 3 & 4
	Assignment 3	100		Week 39: Study module 5
				Week 40: Study module 6
				Week 41: Study module 7
				Week 42: Study module 8 & 9
				Week 43: Study module 10
				Week 44: Study module 11 & 12
				Week 45: Study module 13
				Week 46: Complete & submit assignment 1
				Week 47: Complete & submit assignment 2
				Week 48: Complete & submit assignment 3

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