

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
1 Tourism Communication N4	Assignment 1	200	Modules 1 - 5 1. The communication process 2. Successful human relations 3. Etiquette 4. Cultural & cross-cultural communication 5. Written communication	Week 1: Study module 1 Week 2: Study module 1 Week 3: Study module 2 Week 4: Study module 3 Week 5: Study module 3 Week 6: Study module 4 Week 7: Study module 4 Week 8: Study module 5 Week 9: Study module 5 Week 10: Complete & submit assignment 1* Week 11: Complete & submit assignment 2* Week 12: Complete & submit assignment 3*
	Assignment 2	200		
	Assignment 3	200		

*Assessment Tool: Marking Memorandum

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
2 Travel Services N4	Assignment 1	200	Modules 1 - 5 1. The travel industry 2. Passenger services 3. Travel documents 4. Reservations 5. Tour planning & budgeting	Week 13: Study module 1 Week 14: Study module 2 Week 15: Study module 2 Week 16: Study module 3 Week 17: Study module 4 Week 18: Study module 4 Week 19: Study module 4 Week 20: Study module 4 Week 21: Study module 5
	Assignment 2	200		Week 22: Complete & submit assignment 1* Week 23: Complete & submit assignment 2* Week 24: Complete & submit assignment 3*
	Assignment 3	160		

*Assessment Tool: Marking Memorandum

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
3 Travel Office Procedures N4	Assignment 1	200	Modules 1 - 2 1. Office administration 2. Marketing	Week 25: Study module 1 Week 26: Study module 1 Week 27: Study module 1 Week 28: Study module 1 Week 29: Study module 1 Week 30: Study module 2 Week 31: Study module 2 Week 32: Study module 2 Week 33: Study module 2 Week 34: Complete & submit assignment 1* Week 35: Complete & submit assignment 2* Week 36: Complete & submit assignment 3*
	Assignment 2	200		
	Assignment 3	200		

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SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
4 Tourist Destinations N4	Assignment 1	200	Modules 1 - 2 1. Map work 2. Africa	Week 37: Study module 1 Week 38: Study module 1 Week 39: Study module 1 Week 40: Study module 1 Week 41: Study module 2 Week 42: Study module 2 Week 43: Study module 2 Week 44: Study module 2 Week 45: Study module 2 Week 46: Complete & submit assignment 1* Week 47: Complete & submit assignment 2* Week 48: Complete & submit assignment 3*
	Assignment 2	200		
	Assignment 3	200		

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