

NATIONAL CERTIFICATE: N5 FINANCIAL MANAGEMENT

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
1 ENTREPRE- NEURSHIP & BUSINESS MANAGEMENT N5	Assignment 1	100	Module 1 - 8 1.Personnel management 2.Management 3.Ethics & social responsibility 4.Organising your business 5.Staffing your business 6.Labour relations 7.Control 8.Operations management	Week 1: Study module 1
	Assignment 2	100		Week 2: Study module 2
	Assignment 3	100		Week 3: Study module 3
				Week 4: Study module 4
				Week 5: Study module 5
				Week 6: Study module 6
				Week 7: Study module 7
				Week 8: Study module 7
				Week 9: Study module 8
				Week 10: Complete & submit assignment 1*
				Week 11: Complete & submit assignment 2*
				Week 12: Complete & submit assignment 3*

*Assessment Tool: Marking Memorandum

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2 FINANCIAL ACCOUNTING N5	Assignment 1	90	Modules 1, 2 1.Partnerships 2.Branches	Week 13: Study module 1 Week 14: Study module 1 Week 15: Study module 2 Week 16: Study module 2 Week 17: Complete & submit assignment 1*
	Assignment 2	90	Modules 3 - 5 3.Stock valuation, insurance claims & profit mark-up 4.Incomplete records 5.Analysis & interpretation of financial statements	Week 18: Study module 3 Week 19: Study module 3 Week 20: Study module 4 Week 21: Study module 4 Week 22: Study module 5 Week 23: Complete & submit assignment 2*
	Assignment 3	100	Modules 1 - 5 Revision	Week 24: Complete & submit assignment 3*

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SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
3 COST & MANAGEMENT ACCOUNTING N5	Assignment 1	90	Module 1 – 10 1. Cost concepts & objectives 2. Material 3. Labour 4. Manufacturing overheads 5. Accounting systems & financial statements 6. Job costing 7. Contract costing 8. Standard costing 9. Cost control 10. Budgets	Week 25: Study module 1 & 2
	Assignment 2	70		Week 26: Study module 3
	Assignment 3	100		Week 27: Study module 4
				Week 28: Study module 5
				Week 29: Study module 6
				Week 30: Study module 7
				Week 31: Study module 8
				Week 32: Study module 9
				Week 33: Study module 10
				Week 34: Complete & submit assignment 1*
				Week 35: Complete & submit assignment 2*
				Week 36: Complete & submit assignment 3*

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4 COMPUTERISED FINANCIAL SYSTEMS N5	Assignment 1	100	Module 1 - 8 1.Introduction to computers 2.Applying basic Windows commands 3.Mastering the keyboard 4.Basic Word Processing 5.Computerised bookkeeping 6.Opening a set of accounts – service enterprise 7.Application of VAT 8.Opening a set of accounts – retail company	Week 37: Study module 1 - 3
	Assignment 2	100		Week 38: Study module 4, 5 & 7
	Assignment 3	200		Week 39: Study module 6 Week 40: Study module 6 Week 41: Study module 8 Week 42: Study module 8 Week 43: Study module 8 Week 44: Study module 8 Week 45: Complete & submit assignment 1* Week 46: Complete & submit assignment 2* Week 47-48: Complete & submit assignment 3*

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