

## ASSIGNMENT SCHEDULE FOR STUDENTS

### NATIONAL CERTIFICATE: N5 TOURISM

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
1 TOURISM COMMUNICATION N5	Assignment 1	200	<b>Module 1 - 5</b> 1.Dealing with enquiries, complaints and conflict 2.Written communication 3.Presentation communication 4.Advertising 5.Organisational communication	Week 1: Study module 1
	Assignment 2	200		Week 2: Study module 1
	Assignment 3	200		Week 3: Study module 2
				Week 4: Study module 2
				Week 5: Study module 3
				Week 6: Study module 3
				Week 7: Study module 3
				Week 8: Study module 4
				Week 9: Study module 4
				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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SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
<b>2 TRAVEL SERVICES N5</b>	Assignment 1	200	<b>Module 1 – 10</b> 1.Organisations 2.Mapwork 3.Landing rights 4.Time difference 5.The manual air ticket 6.Conjunction tickets 7.Point-to-point fares 8.Rerouting with additional collection or refund 9.PTAs 10.SCCCF	Week 13: Study module 1 & 2 Week 14: Study module 3 & 4 Week 15: Study module 5 Week 16: Study module 6 & 7 Week 17: Study module 8 Week 18: Study module 9 & 10 Week 19-20: Complete & submit assignment 1* Week 21-22: Complete & submit assignment 2* Week 23-24: Complete & submit assignment 3*
	Assignment 2	200		
	Assignment 3	200		

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<b>3 TRAVEL OFFICE PROCEDURES N5</b>	Assignment 1	175	<b>Module 1 – 11</b> 1. Overview 2. Cash receipts journal 3. Cash payments journal 4. Debtors journal 5. Creditors journal 6. Petty cash journal 7. Trial balance 8. Financial statements 9. Bank reconciliation 10. SA Law and Law of contracts 11. Contracts of purchase and sale	Week 25: Study module 1
	Assignment 2	160		Week 26: Study module 2
	Assignment 3	100		Week 27: Study module 3
				Week 28: Study module 4 & 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 & 11
				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
<b>4 TOURIST DESTINATIONS N5</b>	Assignment 1	200	<b>Vol 1: Africa Module 1 – 10</b> 1.Namibia 2.Botswana 3.Zimbabwe 4.Mozambique	Week 37: Study module 1 & 2 Week 38: Study module 3 & 4 Week 39: Study module 5 & 6 Week 40: Study module 7 & 8 Week 41: Study module 9 & 10 Week 42: Study module 1 & 2 Week 43: Study module 3 & 4 Week 44: Study module 5 & 6 Week 45: Revision Week 46: Complete & submit assignment 1* Week 47: Complete & submit assignment 2* Week 48: Complete & submit assignment 3*
	Assignment 2	200	5.Zambia 6.Malawi 7.Tanzania 8.Kenya 9.Uganda 10.Morocco	
	Assignment 3	200	<b>Vol 2: Islands Module 1 – 6</b> 1.Mauritius 2.Seychelles 3.Maldives 4.Reunion 5.Madagascar 6.Comores	

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