

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
1 ENTREPRE- NEURSHIP & BUSINESS MANAGEMENT N6	Assignment 1	100	1.Strategic planning in your business 2.Dynamic business environment 3.Implementation of strategic planning in your business 4.Competitive analysis 5.Strategy and competitive advantage	Week 1: Study chapter 1 Week 2: Study chapter 2 Week 3: Study chapter 3 Week 4: Study chapter 4 & 5 Week 5: Complete & submit assignment 1*
	Assignment 2	100	6.Buying an existing business 7.Franchising 8.International business plan 9.Consultancy	Week 6: Study chapter 6 Week 7: Study chapter 7 & 9 Week 8: Study chapter 8 Week 9: Complete & submit assignment 2*
	Assignment 3	100	10.Overview of a business plan	Week 10: Study chapter 10 Week 11-12: Complete & submit assignment 3*

*Assessment Tool: Marking Memorandum

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2 LABOUR RELATIONS N6	Assignment 1	120	1.Introduction 2.Communication and labour relations 3.Disciplinary codes and procedures	Week 13-15: Study unit 1 Week 16-17: Study unit 2 Week 18-21: Study unit 3 Week 22: Complete & submit assignment 1* Week 23: Complete & submit assignment 2* Week 24: Complete & submit assignment 3*
	Assignment 2	120		
	Assignment 3	100		

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3 COMPUTER PRACTICE N6	Assignment 1	125	1.Information systems 2.Operating systems 5.Word	Week 25: Study module 1 Week 26: Study module 2 Week 27: Study module 5 Week 28: Study module 5 Week 29: Complete & submit assignment 1*
	Assignment 2	115	3.Computer viruses 4.Troubleshooting 6.Spreadheets	Week 30: Study module 3 & 4 Week 31-34: Study module 6 Week 35: Complete & submit assignment 2*
	Assignment 3	100	Revision	Week 36: Complete & submit assignment 3*

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4 SALES MANAGEMENT N6	Assignment 1	100	1.Organisation of the sales force 2.Recruiting and screening of the sales force 3.Training of the sales force 4.Sales compensation 5.Evaluation of sales performance	Week 37: Study module 1
	Assignment 2	70		Week 38: Study module 2
	Assignment 3	100		Week 39: Study module 2
				Week 40: Study module 3
				Week 41: Study module 3
				Week 42: Study module 4
				Week 43: Study module 4
				Week 44: Study module 5
				Week 45: Study module 5
				Week 46: Complete & submit assignment 1*
				Week 47: Complete & submit assignment 2*
				Week 48: Complete & submit assignment 3*

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