

ASSIGNMENT SCHEDULE FOR STUDENTS  
**NATIONAL CERTIFICATE: N6 LEGAL SECRETARY**

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
<b>1 OFFICE PRACTICE N6</b>	Assignment 1	200	1.The management function 2.The electronic office 3.Advanced secretarial functions 4.The economic environment 5.Human resources provisioning 6.Human resources maintenance and administration 7.Supervision and motivation	Week 1: Study module 1
	Assignment 2	200		Week 2: Study module 2
	Assignment 3	200		Week 3: Study module 2
				Week 4: Study module 3
				Week 5: Study module 3
				Week 6: Study module 4
				Week 7: Study module 5
				Week 8: Study module 6 & 7
				Week 9: Study module 7
				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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<b>2 LEGAL PRACTICE N6</b>	Assignment 1	100	1.Basic conveyancing 2.Notarial practice	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	100	3.The law of contract 4.Specific contracts	Week 18: Study module 3 Week 19: Study module 3 Week 20: Study module 4 Week 21: Study module 4 Week 22: Complete & submit assignment 2*
	Assignment 3	100	Revision	Week 23: Revision Week 24: Complete & submit assignment 3*

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<b>3 INFORMATION PROCESSING N6</b>	Assignment 1	100	1.Keyboard revision 2.Business letters 3.Drafting of short letters 4.Circulars/letters of promotion 5.Advanced display work	Week 25: Study module 1 & 2 Week 26: Study module 2 Week 27: Study module 3 Week 28: Study module 5 & 6 Week 29: Study module 7
	Assignment 2	100	6.Itineraries 7.Fanfold brochures 8.Table of contents 9.Flow charts	Week 30: Study module 8 & 9 Week 31: Study module 10 Week 32: Study module 11 & 12 Week 33: Study module 13
	Assignment 3	110	10.Financial statements 11.Revision 12.African languages 13.Mail merge	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 MERCANTILE LAW N5</b>	Assignment 1	100	1.Law of agency 2.Suretyship 3.Law of insolvency 4.Partnerships 5.Company law 6.Close corporation	Week 37: Study module 1
	Assignment 2	100		Week 38: Study module 2
	Assignment 3	100		Week 39: Study module 3
				Week 40: Study module 4
				Week 41: Study module 4
				Week 42: Study module 5
				Week 43: Study module 5
				Week 44: Study module 6
				Week 45: Study module 6
				Week 46: Complete & submit assignment 1*
				Week 47: Complete & submit assignment 2*
				Week 48: Complete & submit assignment 3*

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