

ASSIGNMENT SCHEDULE FOR STUDENTS
NATIONAL CERTIFICATE: N6 MANAGEMENT ASSISTANT
(ENTREPRENEURIAL BUSINESS MANAGEMENT)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
1 OFFICE PRACTICE N6	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 Week 2-3: Study module 2 Week 4-5: 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*
	Assignment 2	200		
	Assignment 3	200		

***Assessment Tool:** Marking Memorandum

**ASSIGNMENT SCHEDULE FOR STUDENTS
NATIONAL CERTIFICATE: N6 MANAGEMENT ASSISTANT
(ENTREPRENEURIAL BUSINESS MANAGEMENT)**

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
2 PUBLIC RELATIONS N6	Assignment 1	100	1.Printing 2.Organisation media 3.Public relations and advertising 4.Exhibitions 5.Conferences and seminars 6.Special events	Week 13: Study module 1 Week 14: Study module 2 Week 15: Study module 3 Week 16: Study module 4 & 5 Week 17: Study module 6 Week 18: Complete & submit assignment 1*
	Assignment 2	100	7.Basic checklist 8.Crisis management 9.Sponsorships 10.Corporate social responsibility 11.Fundraising 12.Public relations and research	Week 19: Study module 7 & 8 Week 20: Study module 9 & 10 Week 21: Study module 11 Week 22: Study module 12 Week 23: Complete & submit assignment 2*
	Assignment 3	100	Revision	Week 24: Complete & submit assignment 3*

***Assessment Tool:** Marking Memorandum

ASSIGNMENT SCHEDULE FOR STUDENTS
NATIONAL CERTIFICATE: N6 MANAGEMENT ASSISTANT
(ENTREPRENEURIAL BUSINESS MANAGEMENT)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
3 INFORMATION PROCESSING N6	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
	Assignment 2	100	6.Itineraries 7.Fanfold brochures 8.Table of contents	Week 29: Study module 7 Week 30: Study module 8 & 9 Week 31: Study module 10
	Assignment 3	110	9.Flow charts 10.Financial statements 11.Revision 12.African languages 13.Mail merge	Week 32: Study module 11 & 12 Week 33: Study module 13 Week 34: Complete & submit assignment 1* Week 35: Complete & submit assignment 2* Week 36: Complete & submit assignment 3*

*Assessment Tool: Marking Memorandum

ASSIGNMENT SCHEDULE FOR STUDENTS
NATIONAL CERTIFICATE: N6 MANAGEMENT ASSISTANT
(ENTREPRENEURIAL BUSINESS MANAGEMENT)

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
4 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 37: Study chapter 1 Week 38: Study chapter 2 Week 39: Study chapter 3 Week 40: Study chapter 4 & 5 Week 41: Complete & submit assignment 1*
	Assignment 2	100	6.Buying an existing business 7.Franchising 8.International business plan 9.Consultancy	Week 42: Study chapter 6 Week 43: Study chapter 7 & 9 Week 44: Study chapter 8 Week 45: Complete & submit assignment 2*
	Assignment 3	100	10.Overview of a business plan	Week 46: Study chapter 10 Week 47-48: Complete & submit assignment 3*

*Assessment Tool: Marking Memorandum