

ASSIGNMENT SCHEDULE FOR STUDENTS
NATIONAL CERTIFICATE: N6 MEDICAL SECRETARY

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

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
2 MEDICAL PRACTICE N6	Assignment 1	120	1. Anatomic pathology of organs 2. Diseases of the heart and blood vessels 3. Diseases of the central nervous system 4. Diseases of the eye 5. Diseases of the skin	Week 13: Study module 1 & 2 Week 14: Study module 3 & 4 Week 15: Study module 5 & 6
	Assignment 2	120	6. Diseases of the air passage 7. Diseases of the lungs 8. Diseases of the digestive system 9. Diseases of the urinary tract 10. Pathosis of the endocrine system 11. Pathosis of the male genital tract 12. Microbiology 13. Obstetrics and gynaecology 14. Public health 15. Development of the human personality	Week 16: Study module 4 & 5 Week 17: Study module 7 & 8 Week 18: Study module 9 & 10 Week 19: Study module 11 & 12 Week 20: Study module 13 Week 21: Study module 14 Week 22: Study module 15 Week 23: Complete & submit assignment 1* Week 24: Complete & submit assignment 2*

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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 6.Itineraries	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	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
4 COMPUTER PRACTICE N4	Assignment 1	100	1.Introduction 2.Introduction 3.Introduction 4.Keyboarding skills 5.Word processing	Week 37: Study unit 1 - 3 Week 38: Study unit 4 Week 39-40: Study unit 5 Week 41: Complete & submit assignment 1*
	Assignment 2	115	6.Spreadsheets	Week 42-45: Study unit 6 Week 46: Complete & submit assignment 2*
	Assignment 3	100	Revision	Week 47-48: Complete & submit assignment 3*

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