

ASSIGNMENT SCHEDULE FOR STUDENTS
NATIONAL CERTIFICATE: N6 PUBLIC RELATIONS

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

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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*

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3 ENTREPRE- NEURSHIP & BUSINESS MANAGEMENT N5	Assignment 1	100	Module 1 - 8 1.Personnel management 2.Management 3.Ethics & social responsibility 4.Organising your business 5.Staffing your business 6.Labour relations 7.Control 8.Operations management	Week 25: Study module 1 Week 26: Study module 2 Week 27: Study module 3 Week 28: Study module 4 Week 29: Study module 5 Week 30: Study module 6 Week 31: Study module 7 Week 32: Study module 7 Week 33: Study module 8 Week 34: Complete & submit assignment 1* Week 35: Complete & submit assignment 2* Week 36: Complete & submit assignment 3*
	Assignment 2	100		
	Assignment 3	100		

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4 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 37: Study module 1 & 2 Week 38: Study module 2 Week 39: Study module 3 Week 40: Study module 5 & 6 Week 41: Study module 7
	Assignment 2	100	6.Itineraries 7.Fanfold brochures 8.Table of contents 9.Flow charts	Week 42: Study module 8 & 9 Week 43: Study module 10 Week 44: Study module 11 & 12 Week 45: Study module 13
	Assignment 3	110	10.Financial statements 11.Revision 12.African languages 13.Mail merge	Week 46: Complete & submit assignment 1* Week 47: Complete & submit assignment 2* Week 48: Complete & submit assignment 3*

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