



CAMPUS: ATTERIDGEVILLE

General Studies

DATE	SUBJECT	ACTIVITY
NATED COMMUNICATION N4		
13 July 2020	COM N4	Minutes of a meeting Pag:160-165 Minutes of a monthly meeting
14 July 2020	COM N4	Minutes of a special meeting Page 166
15-16 July 2020	COM N4	Activity 6.9
17 July 2020	COM N4	Receive corrections via WhatsApp

DATE	SUBJECT	ACTIVITY
NATED OFFICE PRACTICE N5		
13 July 2020	OFFICE PRACTICE N5	Diary control page:52-56
14 July 2020	OFFICE PRACTICE N5	Follow-up and reminder system page:56-58
15 July 2020	OFFICE PRACTICE N5	Telephone Management Page:58-62
16 July 2020	OFFICE PRACTICE N5	Managing the Mailroom services Page:62-66
17 July 2020	OFFICE PRACTICE N5	Do activity from your hand-out
DATE	SUBJECT	ACTIVITY
NATED COMMUNICATION N6		
13 July 2020	COMMUNICATION N6	REVISION: Coping with conflict
14 July 2020	COMMUNICATION N6	Formal mechanism for resolving conflict
15-16 July 2020	COMMUNICATION N6	Coping with Stress Page 341-353
17 July 2020	COMMUNICATION N6	Do Activity 6 and Case study page 354 1-13