



(NCV) NATIONAL CERTIFICATE VOCATIONAL

DATE	SUBJECT	ACTIVITY
OFFICE ADMINISTRATION L3		
3 Aug 2020	New Venture Creation L3	Topic 4 Module 13 Design an action plan for a new venture Slides 1 – 7 <i>Read through the PowerPoint slides loaded on WhatsApp group/College Website to revise Topic 4 work</i>
4 Aug 2020	New Venture Creation L3	Topic 4 Module 13 Design an action plan for a new venture Slides 8 – 14 <i>Do Activity on slide 15 (Mark answers on slides 16 – 18)</i> <i>Read through the PowerPoint slides loaded on WhatsApp group/College Website to revise Topic 4 work</i>
5 Aug 2020	New Venture Creation L3	Topic 4 Module 14 Set up business premises and operational systems Slides 1 - 10 <i>Read through the PowerPoint slides loaded on WhatsApp group/College Website to revise Topic 4 work</i>
6 Aug 2020	New Venture Creation L3	Topic 4 Module 14 Set up business premises and operational systems Slides 11 - 21 <i>Read through the PowerPoint slides loaded on WhatsApp group/College Website to revise Topic 1 work</i>
7 Aug 2020	New Venture Creation L3	Topic 4 Module 14 Set up business premises and operational systems Slides 22 – 31 <i>Do activity on slide 32</i> <i>(Mark activity using answers on slide 33 – 35)</i> <i>Read through the PowerPoint slides loaded on WhatsApp group/College Website to revise Topic 1 work</i>