



**(NCV) NATIONAL CERTIFICATE VOCATIONAL**

DATE	SUBJECT	ACTIVITY
<b>OFFICE ADMINISTRATION L2</b>		
3 Aug 2020	Office Practice L2	Test 1 continued
4 Aug 2020	Office Practice L2	Test 1 continued
5 Aug 2020	Office Practice L2	Topic 6 Receiving, distributing and dispatching mail Module 19  Read through PP slides sent on WhatsApp group/College website
6 Aug 2020	Office Practice L2	Topic 6 Module 20  Read through PP slides sent on WhatsApp group/College website  Do Act 20.6 Q2 p115
7 Aug 2020	Office Practice L2	Topic 6 Module 21  Read through PP slides sent on WhatsApp group/College website  Do self-evaluation test on page 120 Q1-3