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General Studies

DATE	SUBJECT	ACTIVITY
NATED OFFICE PRACTICE N5		
11 AUGUST 2020	OFFICE PRACTICE N5	REVISION MODULE 4 Compile a procedure manual on access control, security and safety in the organisation
12 AUGUST 2020	OFFICE PRACTICE N5	Explain the procedure to control industrial espionage.
13 AUGUST 2020	OFFICE PRACTICE N5	Explain the purpose of identification card Explain the different kinds of scanning equipment used by businesses
14 AUGUST 2020	OFFICE PRACTICE N5	Define the following terms:Asserts,Security clearance, business policy.