FEEDBACK TUTORIAL LETTER

1st SEMESTER 2019

ASSIGNMENT 1

ADMINISTRATIVE MANAGEMENT 1A

AMM511S
The results of this assignment are not as good as I expected you to do. The class average is 66%. Each of you can do much better in your next assignment. The highest mark was 84%. Congratulations to all of you who passed your first assignment. I have written comments on everyone’s assignment and will give more general comments in this feedback letter.

1. Remember that the knowledge you gain from the study guide and recommended textbooks must be applied to the situation I give you. This will give me an indication as to your understanding. Read the relevant units and then attempt to answer the questions.

2. Students I want you to pay attention to the mark allocation of a question to determine the length of your answers. Make sure you write enough and illustrate further by giving appropriate examples to your explanation of a concept.

3. I notice that a few students did research on certain topics and gave me facts which were not included in the study guide. This is the way we learn new things if we spend more time reading and watching the news to be able to know what is going on around us. Well done!

4. I would like to remind you to work through the possible questions in the study guide. It is also essential that you spend time working out the possible questions given at the end of each unit. They are valuable questions and could be asked in the exams.

5. I have inserted the steps how to access past examination papers from the NUST website underneath. Do not stress if you fail, because you will be showed how to do it in the upcoming vacation school on Tuesday, 23 April 2019 from 13:00 - 17:00 in classroom B in the Science & Technology building.
How to access past examination papers

Step 1. Go to the NUST website by inserting https://www.nust.na in your web browser.

Step 2. Click on Library, then you go down to Online exam papers and click on the link: http://exampapers.nust.na/greenstone3/library

Under select a collection choose the tag NUST past exam between 2014 and 2018

Next this window will appear

• Select the question paper of a specific subject by inserting the course name or the course code AMM511S.
6. I would encourage you to enrol on the e-learning platform to get access to the notes, past test papers, videos etc. Do not stress if you fail, because you will be showed how to do it in the upcoming vacation school on Tuesday, 23 April 2019 from 13:00 - 17:00 in classroom B in the Science & Technology building.

How to login to MyNust eLearning

Step 1. Go to the NUST website by inserting https://www.nust.edu.pk in your web browser.

Step 2. Click on the Elearning tab to login

On your left hand side on top of the page click on: elearning

On the next page that opens (eLearning Portal), Click on: Click here to Login

Step 3.

On your left hand side on top of the page click on: elearning

On the next page that opens (eLearning Portal), Click on: Click here to Login

Enter your default login credentials

- User name: Your student number
6. I have included the Assignment 1 of Ms Immaculata Ortner (Question 1- Question 4 and Ms C Koopman (budget outline for the proposal) to give you a guideline of what I was looking for in the first assignment.

7. For the ones that did not do so well, you still have the second assignment to get a good mark for the semester. Students can contact me via telephone at 061-2072211 or e-mail at aschroeder@nust.na should you experience any difficulty.

8. I want to stress the importance of **text citations** when you have consult other sources by paraphrasing the information in your own words. You must give acknowledge to those
sources and not include it as your own information. You make yourself guilty of plagiarism when you take someone else's work and post it as your own.

9. Always **work hard** to achieve the goals you have set for yourself in life. Remember the sacrifices you make now, is only for a limited period. Once you have obtained your qualification, numerous doors and opportunities will open for you.

10. I have included a sample of how APA referencing should be done. Hope this will assist you in the next assignment.

Ms A Schroeder