



ΠΑΜΙΒΙΑ UNIVERSITY
OF SCIENCE AND TECHNOLOGY

ΠΑΜΙΒΙΑ UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Centre for Open and Lifelong Learning

Information Manual and Due Dates of Assignments for Distance Education Students

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2021

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1. WELCOME

We wish to welcome you to the Centre for Open and Lifelong Learning (COLL) at the Namibia University of Science and Technology (NUST). We are at your service and will gladly assist you in your studies.

Distance education is a unique method of instruction and study. It is unique in the sense that the main medium of instruction is the written word and that you are therefore enabled to study at home. A further advantage is that, as a working adult student, you can continually apply theoretical knowledge to your work situation.

This system of instruction is based on the principle of reciprocal communication between you and your tutor. This is made possible because the instructional material (textbooks, printed study guides, tutorial letters, USB, USB, eCourse Content or eTutorial) prescribed and/or supplied to you, have to be studied. Studying through distance education therefore requires thorough planning and continuous commitment to your studies. Assignments based on your instructional material must be completed regularly and submitted before or on the due date stipulated in this Manual. Weekend tutorials are also organized at the Main Campus and Regional Centres from time to time. Please liaise with your Coordinators: Academic Support or your Regional Coordinator for a timetable in this regard. Radio-tutorials, USB, eCourse Content and eTutorials are the latest additions to support you in your studies. Radio Tutorials are broadcast on National Radio to supplement print-based instructional material and face-to-face sessions with 10 minute radio programmes.

COLL is aware of the difficult circumstances under which many of you have to study and is therefore eager to provide assistance to enable you to derive full benefit from your studies. If there is anything you do not understand, or which needs to be explained, you should not hesitate to seek advice from your Tutors, Coordinators and Student Support Officers. You may contact them by phone, email, and letter or by a personal visit arranged beforehand. Tutors, Coordinators and Student Support Officers are always willing to help.

The contact details for your Coordinators and Student Support Officers are available in this Manual, your Yearbook, and Distance Education (DE) Pocket Guide and on COLL's website:

<http://www.nust.na/?q=centres/coll/about-coll>

The contact details for your tutor are included in the DE Pocket Guide and will be issued to you upon registration. The final updated Tutor list will also be uploaded on the COLL Website:

<http://www.nust.na/?q=centres/coll/about-coll>

2. REGISTRATION

By signing the registration form, you declare that you are familiar with the contents of the NUST Yearbook 1 and the regulations for the degree, diploma or certificate programme you are registered for. You further undertake to strictly obey all rules and regulations of the Namibia University of Science and Technology.

2.1 Closing dates for registration

NOTE

- **Applications** for registration must be received before or on the relevant closing date. Applications received after this date will **NOT** be accepted. This includes postal applications.
- You are strongly advised to **register** in good time and **NOT** to wait until the closing date.
- See the NUST Yearbook 1 and your year programme (included in your DE Pocket Guide) for the closing dates for applications, registration, cancellation of courses, notice of expectation to graduate, due dates for payment of tuition fees and other important dates you need to attend to.

2.2 Students who register in person

- If you live in or around the vicinity of Windhoek or one of the Regional Centres, you may personally **hand in your application for** registration at the respective offices. You will only receive the instructional material if the initial prescribed tuition fees have been paid upon registration.

2.3 Students who apply by mail

- If you apply by mail you must ensure that your application for registration is in order (see closing date for submission of application forms). **THE COMPLETED APPLICATION FORM TOGETHER WITH THE INITIAL PRESCRIBED FEES MUST BE RECEIVED BEFORE THE CLOSING DATE** as well as documents required for admission to the particular certificate, diploma, degree or honours. The above should be sent to:

Student Records and Admissions

University of Science and Technology

Private Bag 13388

WINDHOEK

NAMIBIA

- If you were previously registered at the Namibia University of Sciences and Technology, you retain your existing student number allocated at the first time of registration. **THIS NUMBER MUST BE INDICATED ON THE APPLICATION FORM.** A new number will not be issued. You must also indicate the proposed qualification/study programme on the application form. If this information is not indicated, the application form will be regarded as incomplete, leading to possible disqualification of registration.
- Instructional material will be sent to Regional Centres where applicable. If instructional material is not received within two weeks of registration and if no further communication is received from COLL, the Regional Centre or COLL must be contacted.

- All study materials will be available on eLearning. No hard copies will be received unless indicated as such. Ensure that you are enrolled on eLearning for the correct course and in the correct group. Assignments based on wrong instructional material and tutorial letters will not be accepted for marking.
- Duplicate/hardcopy instructional material (should you have misplaced yours) will be issued to distance education students at the following costs:

Study guide	-	N\$ 510-00
Tutorial Letters	-	N\$ 90-00
USB	-	N\$ 90-00

The above-mentioned fees are subject to change for the 2021 academic year.

3. CONTACT WITH THE NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY, CENTRE FOR OPEN AND LIFELONG LEARNING AND REGIONAL CENTRES

Because of the type of tuition provided through the Centre for Open and Lifelong Learning, communication between students, support staff and tutors is based primarily on comments in assignments, tutorial letters and regular contact. Should you have any problems regarding assignments or your studies, you should contact us.

3.1 By telephone or e-mail

3.1.1 Administrative matters

- You must make a distinction between **administrative matters and academic matters**.
- **Tutors** must only be phoned in connection with **academic matters** relating to the study of your course. Any **administrative matter** must be discussed with **COLL staff members**.
- COLL staff members can be contacted at one of the following telephone numbers or E-mails:

Dr. Delvaline Möwes Director: COLL	207 2206	dmowes@nust.na
Mr. Wynand Diergaardt Deputy Director: COLL	207 2447	wdiergaardt@nust.na
Ms. Faith Mouton Secretary: COLL	207 2081	fmouton@nust.na
Ms. Antoinette Wentworth Coordinator: Instructional Design and Technology	207 2264	awentworth@nust.na
Ms. Aletta Hautemo	207 2592	ahautemo@nust.na

Coordinator: Instructional Design and Technology

Ms. Estelle Cloete Coordinator: Finance and Office Management	207 2126	ecloete@nust.na
Ms. Linda Shipiki Coordinator: Academic Support	207 2203	lshipiki@nust.na
Ms. Bernadette Cloete Coordinator: Academic Support	207 2789	blcoete@nust.na
Ms. Imelda Khoeses Coordinator: Administrative Support	207 2801	ikhoeses@nust.na
Ms. Maria Indongo Coordinator: Administrative Support	207 2561	mindongo@nust.na
Ms. Jacqueline Bock Instructional Designer	207 2587	jbock@nust.na
Ms. Brenda Kulobone Instructional Designer	207 2407	bkulobone@nust.na
Dr. Elock Shikalepo Instructional Designer	207 2990	eshikalepo@nust.na
Ms. Mildred Besser Instructional Designer	207 2811	mbesser@nust.na
Ms. Agathe Lewin Instructional Designer	207 2023	alewin@nust.na
Ms. Joy Hambabi Instructional Designer	207 2716	jhambabi@nust.na
Ms. Brenda Kaumbangere Student Support Officer	207 2071	bkaumbangere@nust.na
Ms. Henrietha Beukes Student Support Officer	207 2558	hbeukes@nust.na
Mr. Johnson Mutirua Student Support Officer	207 2802	jmutirua@nust.na
Ms. Beatrice Mutonga Student Support Officer	207 2259	bmutonga@nust.na
Ms. Selma Naanda Student Support Officer	207 2757	sgnaanda@nust.na
Ms. Angela Apollus Student Support Officer	207 2670	aapollus@nust.na

Mr. Charles Mbazuvara Senior Store and Dispatch Officer	207 2756	cmbazuvara@nust.na
Mr. Macdonald Handura Store and Dispatch Clerk	207 2509	mhandura@nust.na
Mr. Abraham Shilomboleni Store and Dispatch Clerk	207 2567	ashilomboleni@nust.na

3.1.2 Contact with Tutors for academic matters

The names and contact details of Tutors are included in the DE Pocket Guide and will be issued to you upon registration. The Final updated Tutor list will also be uploaded on the COLL Website:

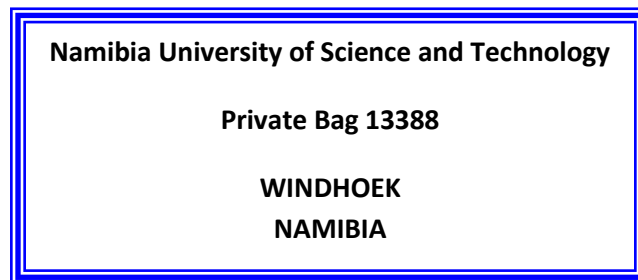
<http://www.nust.na/?q=centres/coll/about-coll>

- Tutors should only be contacted in connection with academic matters relating to your course.
- Please make sure before contacting your Tutor, that you know exactly what you are seeking assistance for. Always have your questions and instructional material at hand when phoning.

**ALWAYS HAVE YOUR STUDENT NUMBER AT HAND WHEN YOU CALL
NUST**

3.2.1 Letters concerning admission, registration, graduation and related matters

You must address all correspondence relating to the above to the Faculty Officer concerned and at the following address:



Faculty Officer	Qualification Responsible For	Telephone Number
Ms. Gillian Feris gferis@nust.na	Bachelor: Communication Bachelor: English Bachelor: English Honours Bachelor: Public Management Certificate: Vocational Education and Training Higher Certificate: Vocational Education and Training Diploma: Technical and Vocational Education Training: Trainer	+264 61 207 2160
Mr. Gilbert //Hoabeb ghoabeb@nust.na	Bachelor: Business Management Bachelor: Business Management Honours Bachelor: Business Administration Bachelor: Office Management & Technology Bachelor: Human Resources Management Bachelor: Human Resources Management Honours Bachelor: Business Information & Office Administration	+264 61 207 2320
Ms. Indira Mbako imbako@nust.na	Bachelor: Hospitality Management Bachelor: Travel and Tourism Management Bachelor: Transport Management Bachelor: Logistics and Supply Chain Management Bachelor: Sports Management Bachelor: Marketing Bachelor: Marketing Honours	+264 61 207 2170
Ms. Yvonne Shipanga yshipanga@nust.na	Bachelor: Accounting Bachelor: Economics Bachelor of Technology: Economics	+264 61 207 2671

NB: Mention your student number and the course code in all communication with the University.

3.2.2 Letters to COLL

All letters in connection with distance education should be directed to:

The Director

Centre for Open and Lifelong Learning
Namibia University of Science and Technology
Private Bag 13388

WINDHOEK

3.3 PERSONAL VISITS

You are always welcome to come and see us to discuss your studies. If you would like to see a particular Tutor, you are advised to make an appointment with him/her.

Please refer to the DE Pocket Guide for information on tutor-markers details.

We are at the: **NUST Campus**
13 Jackson Kaujeua
Windhoek-West
WINDHOEK

3.4 CONTACT WITH REGIONAL CENTRES

Students living in the vicinity of Regional Centres are advised to consult the Regional Coordinator in charge. Should there be any administrative enquiries, e.g. application, registration, course amendments, fees, Instructional material, submission of assignments, examination, face-to-face tutorials, eTutorials etc.

The following Regional Centres are in operation:

TOWN	REGIONAL COORDINATOR	PHYSICAL ADDRESS/ PRIVATE BAG	TELEPHONE	FAX	E-MAIL
GOBABIS	Ms. Elvire Theron Ms. Chandre Beukes	C/O Church and Station Road Erf 343/1169 TAU SHOPPING CENTRE PO BOX 1043 GOBABIS	+264 62-564071	+264 62-564183	etheron@nust.na cbeukes@nust.na
KATIMA MULILO	Mr. Christopher Madyaao Ms. Natasha Muletwa	Dr. Sam Nujoma Street Choto Open Market Erf No. 1 PO Box 281 KATIMA MULILO	+264 66-252388	+264 66-252202	cmadyaao@nust.na nnmuletwa@nust.na
KEETMANSHOOP	Mr. Antonio Stuurmann Mr. Millian Josob	Erf 313 Cnr of Swakara Avenue & Luchtenstein Str PO Box 1780 KEETMANSHOOP	+264 63-221033	+264 63-222051	astuurmann@nust.na mjosob@nust.na
ONGWEDIVA	Ms. Julia Matengu Ms. Josefina Skrywer	Erf 6235/6326 MVA Fund Service Centre PO Box 3335 ONGWEDIVA	+264 65-31276	+264 65-31277	jkabuwanwa@nust.na jskrywer@nust.na
OPUWO	Ms. Ruth Nderura	Mbombijazo Avenue Ministry of Education Building Teachers Resource Centre Putwavanga Junior Secondary School PO Box 122 OPUWO	+264 65-72965	+264 65-2967	nderuraruth@gmail.com

OUTAPI	Mr. Festus Shimhulu Ms. Theresia Kuuvilwa	Erf: 1766 Central Business District Ngoma Street, PO Box 793 OUTAPI	+264 65-51368	+264 65-1369	fshimhulu@nust.na tnkuuvilwa@nust.na
OTJIWARONGO	Ms. Gwendoline Beukes Ms. Jacqueline Hunibes	Erf 1157 Bahnhof Street P O Box 607 OTJIWARONGO	+26467-301149	+264 67-301290	gbeukes@nust.na jhunibes@nust.na
RUNDU	Mr. Charles Lushu Ms. Aplonia Dikuwa	ERF 901 Eugene Kakukuru Street PO Box 217 RUNDU	+264 66-255270	+264 66-255379	clushu@nust.na adikuwa@nust.na
TSUMEB	Mr. Menason Katjirua Ms. Paulina Hamukwaya	Erf 69 Old Ongopolo Head Office 70, President Avenue PO Box 463 TSUMEB	+264 67-220483	+264 67-220647	mkatjirua@nust.na pahamukwaya@nust.na
WALVIS BAY	Dr. Lukas Shikulo Ms. Ndapanda Ampueja	Erf 3033 Narraville Municipal Offices Koraal Street PO Box 8011 Narraville WALVIS BAY	+264 64 203603	+264 64-209715	lshikulo@nust.na nampueja@nust.na

4. COMPILING YOUR STUDY PROGRAMME

After having read the tutorial letter, you should read your instructional material to get an overall impression of the nature and scope of the course(s) you are registered for. Once you have done this, you must compile a study programme for the semester/year. Determine the dates for the submission of assignments, decide how much time you can allow for each course and how you are going to divide your time between working on assignments, reading of recommended books, and studying the instructional material. If you do not do this, you might not be able to get through your work or be less successful than if you had planned your work. Study the contents of the tutorial letter and the instructional material before you consult the prescribed and recommended text book(s).

5. ASSIGNMENTS

General remarks

Experience has shown that there is a positive correlation between regular submission of assignments and success in examinations. Assignments establish tutor-student interaction. You will realize that this is essential in distance education tuition. The tutors spare no effort in maintaining this contact by means of individual comments on each of your assignments. Thus, the necessity and value of submitting regular work can hardly be over emphasized. The assignments, which must be submitted for comments enable you to:

- work systematically through representative parts of the syllabus;
- obtain the necessary experience in answering questions;
- receive guidance in drawing up answers with regards to the content;
- get to know the standard we expect of you; and
- establish whether you are working along the right lines.

Your assignments are, after all, the only concrete standard by which the quality of your work can be assessed prior to the examinations (comprehensive test).

NB Your attention is drawn to the fact that, apart from the regulations hereunder, you should study the contents of your tutorial letters and your COLL Yearbook, which contain important information and regulations regarding technical requirements and rules on submission of assignments.

Enquiries about assignments (whether they were received by COLL, what mark was awarded, when they were returned to you, etc.) should be addressed to your Student Support Officers at the following contact details:

+264 61

207 2259	mhandura@nust.na
207 2071	bkaumbangere@nust.na
207 2802	jmutirua@nust.na
207 2670	aapollus@nust.na
207 2558	hbeukes@nust.na
207 2757	sgnaanda@nust.na

Or email your query to collstudentsupport@nust.na

NB: Please read your DE Pocket Guide to know which Student Support Officer you should contact for the courses you are registered.

IMPORTANT

Rules for student

Students are required to qualify for examination admission on the basis of satisfactory answers and performance in assessments. Particulars of the contribution of the various assessment marks towards the final mark of a particular course and the minimum requirements for examination admission appear in the tutorial letter.

- (a) Keep to the due dates. Assignments that are submitted after the due date will be returned unmarked. It remains your responsibility to see to it that your assignment reaches COLL in time.
- (b) Medical and humanitarian reasons are the only reasons accepted for the late submission of assignments. **Late submission of assignments will only be approved until 7 days (including public holidays and weekends) after the due date of an assignment.** Valid documentary proof must be attached as part of the assignment before any late submission will be considered. **Late submission without valid documentary proof attached to the assignment will be returned unmarked and may not be resubmitted for marking.**

Travelling and attendance of workshops, job related activities and conferences may not be used as an excuse for the late submission of assignments. Please note that a police declaration may not be used as an excuse for the late submission of assignments.

Death Certificates will serve as valid documentary proof in case of immediate family as per the Labour Act, i.e. "family" means a –

- child;
- spouse;
- parent/grandparent;
- brother/sister; or
- Father/mother f in f law of the student.

Students must submit sufficient documentary evidence in addition to the Death Certificate to qualify for the approval of late submission of assignments. After the completion of the late assignment, email it as an attachment together with the documentary evidence to collassignments@nust.na for approval.

- (c) Distance education students, who commit themselves to studies at the Namibia University of Science and Technology, will be expected to attend compulsory vacation school tutorials and tests as set down for the relevant courses. No provision is made for students who engage in other commitments during this period, which could interfere with their studies, e.g. job-related commitments (local and abroad), out-of-town work, etc. Reference to compulsory attendance of vacation school tutorials and tests shall be stipulated in the tutorial letter of the relevant courses. **Distance Education students will have the opportunity to write a 2nd opportunity/make-up test on the pre-determined dates similar to full-time and part-time students if they were unable to write or fail the scheduled tests as set out in the Information Manual for Distance Education Students, the DE Pocket Guide and in the Tutorial Letter. There will be no provision made to any student if he/she failed to write the 2nd opportunity/make up test.**

- (d) Assignments already submitted but not passed/returned unmarked may not be resubmitted.
- (e) The formal requirements for essays as set out in tutorial letters must be strictly adhered to. If your assignment does not comply with these requirements, you might lose marks.
- (f) **Assignments based on wrong instructional material and tutorial letters will not be accepted for marking.**
- (g) Remember to give the assignment the same number as the one appearing in the tutorial letter. For example, if you do assignment 02, you should number "02" and not "01". **DO NOT enclose more than one assignment in the same assignment book/USB/ document sent as an attachment via email.**
- (h) Indicate your student number, course name and course code, e.g. Introduction to Mathematics, ITM111S, and the assignment number on the assignment cover page before submission of an assignment.
- (i) Ensure that all information as requested on the assignment cover is completed and correct. **Incorrect or incomplete information will prevent it from being accepted for marking. This also applies to submitted USB's. All information must be on the USB itself.**
- (j) **Students' marked assignments will be accessed on eLearning and your tests (hard copy) will be scanned and emailed to them on their generic email address that they receive upon registration. No tutor-marked assignment will be posted in window envelopes to students anymore.**
- (k) Completed assignments must **never** be emailed/mailed/submitted to the relevant Tutor, Student Support Officer or the Store and Dispatch Officer. Please ensure that your document is submitted as a whole and not in parts.
- (l) Always supply sufficient stamps when posting your assignments. Students who use express post for mailing their assignments must pay the costs attached to this service themselves. The Namibia University of Science and Technology will not pay penalties for assignments with insufficient postage. Such assignments will be returned unmarked to the students. **Posted/couriered assignments received after the due date of the assignment will be returned unmarked.**
- (m) **Warning:** Any loose pages increase the possibility for losing assignment marks.
- (n) Students living in the vicinity of Windhoek and who prefer to submit their assignments personally must hand them in at the COLL assignment box. Students living in the vicinity of Regional Centres, should preferably submit their assignments at these Centres.
- (o) Students are encouraged to form study groups to discuss their studies, but identical assignments by different members of a study group are not acceptable. Copying assignments constitutes a transgression of the Student Regulations of the Namibia University of Science and Technology. **Students found guilty of copying assignments will be awarded 0% for such an assignment.**
- (p) **Upon submission of assignments, students have to acknowledge by means of complete referencing, all sources used and/or quoted. Students found guilty of plagiarism will be penalized and may be awarded 0%**

- (q) A student, who has strong reasons to believe that an assignment mark may be incorrect, may apply that such mark be re-checked, regardless of the mark obtained. An application for a re-check must be directed to the Director: COLL on or before the last working day in May for the examinations taking place in the June session and on or before the last working day in Oct for the examinations taking place in the November session. Applications must be accompanied by a full motivation explaining why a re-check is sought. Such a re-check shall not necessarily lead to a re-mark of the assignment, unless so determined by the Tutor conducting the re-check. Applications for re-check based on requests to be condoned for admission to the examination will not be considered.
- (r) No comments or assignments/test results will be announced by telephone.

Completion of the assignment cover

NB: Make sure that you read the instructions on the assignment cover carefully before completing it. Make sure that you complete the cover correctly and please use Black ink only.

Ensure that all information as requested on the assignment cover are completed and correct. Incorrect and incomplete information will prevent YOUR ASSIGNMENT FROM BEING MARKED!

Please make sure that the following important information appears on the **COVER** of your assignment:

<p>Student number: Identity Number: Course Name (e.g. Introduction to Mathematics) Course Code (e.g. ITM111S) Correct assignment number (Assignment one = 01) (Assignment two = 02)</p>

6. WEEKEND TUTORIALS AND RADIO TUTORIALS

BUSINESS SIMULATION is also compulsory for all students registered for Innovation Creativity and Entrepreneurship. Please refer to the tutorial letter for further information.

WEEKEND TUTORIALS

Weekend tutorials will be offered in Windhoek and at the Regional Centres where the number of students registered for a particular course of study justifies this. Consult your Coordinators: Academic Support or Regional Coordinators for more information.

RADIO TUTORIALS

The schedule for the broadcast of radio tutorials on National Radio is available on COLL's website: <http://www.nust.na/?q=centres/coll/about-coll>

7. STUDY VIA eLEARNING

What is eLearning?

eLearning is learning that occurs via the internet. At the Namibia University of Science and Technology (NUST), all eTutoring and eLearning occurs via the institution's Learning Management System, Moodle. ELearning is offered as a 4th mode of study along with full-time, part-time and traditional distance education at NUST.

What is the difference between studying through the kind of distance education I do now and that of eLearning?

When you study via eLearning you:

- are able to access your course material directly from the course site
- are guided through the course on a week-by-week basis
- have a dedicated tutor who will support you online during the duration of the course
- are able to interact regularly with your tutor and fellow students
- can submit assignments via the learning site
- can get feedback to questions, tasks and assignments online
- have a much more interactive learning process than if you studied by the traditional distance education mode
- the ratio of students to tutor will be much lower and hence you will have more personalized and regular contact with your tutor

What courses are available via eLearning?

eLEARNING COURSES

SEMESTER 1

COURSES	PREREQUISITE
ACCOUNTING INFORMATION SYSTEMS 4	Principles of Information Systems 1A and 1B/Computer User Skills
ADMINISTRATIVE OFFICE MANAGEMENT 4A	Administrative Office Management 3A & 3B
BUSINESS APPLICATIONS 1A	None
BUSINESS OPERATIONS	None
ENGLISH DIGITAL LITERATURE	Introduction to Digital Literature and Language with Technology
INFORMATION ADMINISTRATION 4A	Information Administration 3A & 3B
INTRODUCTION TO MATHEMATICS	None
PROFESSIONAL COMMUNICATION	English for Academic Purposes
INTRODUCTION TO DIGITAL LITERATURE	Computer User Skills
TAXATION 3A + 3B	Financial Accounting 201 and 202/2A and 2B
WEB COMMUNICATION	Information Competence and Specialised Writing

SEMESTER 2

ACCOUNTING INFORMATION SYSTEMS 4	Principles of Information Systems 1A and 1B/Computer User Skills
ADMINISTRATIVE OFFICE MANAGEMENT 4B	Administrative Office Management 3A & 3B
BUSINESS APPLICATIONS 1B	Business Applications 1A
FINANCIAL ACCOUNTING 202	Financial Accounting 101 & 102
INDUSTRIAL RELATIONS	Labour Law 1A & 1B
INFORMATION ADMINISTRATION 4B	Information Administration 3A & 3B
INTRODUCTION TO MATHEMATICS	None
PROFESSIONAL COMMUNICATION	English for Academic Purposes
TAXATION 3B	Taxation 3A + 3B

How much will it cost me to study via eLearning?

You will pay the same as your full-time/part-time/distance education courses.

What are the requirements to study through the eLearning mode?

- You will need to be computer literate (completed Computer User Skills or Principles of Information Systems 1A & 1B or a similar course e.g. ICDL).
- You must have regular access to a computer with internet connectivity.
- You should have passed the pre-requisites of the eLearning course you want to enroll for.

Please note that you can access computers and the internet at all the University's Regional Centres.

How much time each week will I need to take part in eLearning?

You will need to set aside 3-4 hours per week to take part in eLearning activities. This includes reading your weekly tutor updates, contributing to online tasks and interacting with fellow students and the tutor. You will need extra time for doing assignments and studying for tests and examinations.

What else will I need to know about eLearning before I register for this mode of study?

If you want to study via eLearning, you will need to:

- attend a compulsory face-to-face tutorial. This tutorial will introduce you to eLearning, the course and using Moodle.
- Participate in the Compulsory Student Orientation Course on Moodle ELearning platform.
- register as an eLearning student during the normal registration period
- Consult the First Tutorial Letter for Self-Enrolment setting and to access the key for self-enrolment
- interact and collaborate in weekly tasks as set by your tutor
- Accept the Turn-it-in License Agreement before submitting the First online Assignment.

Please note: eLearning courses will be offered only when there is a demand from the students to do so. We will need a minimum of 10 students to make it possible to offer a course via eLearning.

Who do I contact if I need more information?

If you would like to know more about studying via eLearning at COLL, please contact:

Ms. Antoinette Wentworth

awentworth@nust.na

Tel: +264 61 – 207 2264

AND

Dr Aletta Hautemo at

ahautemo@nmust.na

Tel: 264 61 – 207 2456

8. SOURCES AT YOUR DISPOSAL

The sources at your disposal are classified into three categories:

➤ **Prescribed textbooks**

Please read your tutorial letters carefully to determine what prescribed textbooks you need per course.

The prescribed textbooks should be purchased from the following bookshop:

Book Den, Corner of Hosea Kutako & Puccini Street, Windhoek, Tel: +264 61-239976

Note: Students outside Windhoek may ask the Regional Coordinators to assist them in obtaining these books from Book Den.

➤ **Recommended books**

To supplement your study guide you should also consult one or more of the recommended books that are listed in your tutorial letter. Some of the prescribed and recommended books are available at the Regional Centres for reference purposes. These texts are also available at the following Namibian Open Learning Network (NOLNeT) Centres - (Regional Centres that serve NAMCOL, NIED, NUST AND UNAM students): Mariental Teachers' Resource Centre; Eenhana Multi Media Centre and Community Library; and the Oranjemund NAMDEB Technical College.

➤ **Additional literature**

Apart from the sources referred to above, you may use additional books, articles and websites that are relevant to your assignments.

THESE BOOKS ARE NOT NECESSARILY AVAILABLE IN THE NUST LIBRARIES

9. APPLICATION FOR AND USE OF LIBRARY BOOKS

- The University's library services are available free of charge to all registered students. Membership of the library is subject to the Library Regulations. The library will lend recommended books and other supplementary reading materials to students. Prescribed textbooks must, however, be bought by the student, and will NOT be provided by the library. A student who does not return library material on the due date will not be allowed admission to the examinations, to re-register, and will not receive his/her examination results before the outstanding library material has been returned to NUST. Limited stock of library books are available at the Regional Centres. The student must also consult his/her nearest Regional Centre in this regard.
- The University's Library has a number of very useful resources and services, which are accessible through the website: <http://www.nust.na/?q=library> A Resource Guide on all the various library services available to distance education students will be issued upon registration.
- Online examination papers: Past examination papers are available from the Library's web page, but only at the main campus in Windhoek. They are also accessible via CD-ROM from the Regional Centres and via email from the Subject Librarians subjectlibrarian@nust.na. Subject Librarians will only send past papers to distance education students who have supplied their student number.
- When you apply by post to the Librarian for books, you should furnish full particulars as indicated in your tutorial letter. If you fail to do this, the library personnel have to spend an unnecessary amount of time in tracing the relevant books. We urgently appeal to all students to assist the library personnel in this regard – it is to your own advantage.

- You must cultivate the habit of using books properly. Consult the table of contents as well as the index to ascertain which pages or chapters are relevant to your topic.
- Should you notice that one book can be used for more than one assignment, and you wish to do all the assignments concerned, please compile all your notes at the same time. This will eliminate the trouble of borrowing the book a second time.
- Please do not merge parts (whether in original or translated form) of books with your own work. Use the proper reference technique.
- Consult as many sources as possible for each assignment, including books not mentioned.

10. REGULATIONS FOR ADMISSION TO THE EXAMINATIONS

Please contact your Examination Officers for further information.

+264 61

207 2106 landima@nust.na

207 2117 cbiwa@nust.na

207 2088 acloete@nust.na

207 2107 dhanstein@nust.na

207 2067 apotsane@nust.na

207 2835 sfvanwyk@nust.na

11. CONCLUSION

If you need more information regarding courses and regulations, please consult your Yearbook.

We trust that you will enjoy your studies with the Centre for Open and Lifelong Learning and wish you all the best!

TAKE NOTE

IMPORTANT INFORMATION FOR STUDENTS REGISTERING FOR RESEARCH PROJECT (RPB412S)

- Students registering for the Mini- Thesis on the distance education mode of study, should register their Research Topics upon registration with the Coordinators: Academic Support, Ms. Bernadette Cloete and Ms. Linda Shipiki if based in Windhoek or with the Regional Coordinator if based at any of the Regional Centres.
- The registration of your Research Topic is very important to ensure timely allocation of your Research Supervisor.
- It remains your responsibility to ensure that your Research Topic is submitted to COLL upon registration. Failure to do so will result in your Supervisor being appointed late.
- Please note that **no** extension for the submission of your Mini-Thesis will be granted if you failed to submit your Research Topic to COLL.

Completion and Submission of Undergraduate Research Project for Examination

Student should take note of Rule AC4.4 as follows:

TAKE NOTE

Undergraduate Research Project must be submitted for examination by 31 October each year if the student is expecting to graduate in March/April of the following year. The student may further be granted time until 31 January (for those registered in the second semester) each year to submit a Mini-Thesis, but graduation at the immediately following graduation ceremony is then not guaranteed. Such extension of time must be approved by the relevant Head of Department in exceptional cases and after due consideration of the student's circumstances. Students must make an application for such extension to the Head of Department through their supervisors before the first due date of 31 October. Failure to do so will result in the student having to re-register for the Research Project and pay the prescribed tuition fee.

A student who fails to submit a complete Mini-Thesis for examination on or before 31 January or who obtained a failing mark for such Mini-Thesis submitted on 31 January must re-register for the Mini-Thesis and pay the prescribed tuition fee.

A student who has submitted a complete Mini-Thesis for examination on or before 31 October, but who fails to obtain a pass mark for the Mini-Thesis, may revise/improve such Mini-Thesis until 31 January without the need for re-registration. Should the student fail to submit the revised/improved Mini-Thesis on or before 31 January or obtain a failing mark after such re-submission, the student must re-register for the Mini-Thesis and pay the prescribed tuition fee.

Exemptions – English Service Courses

1. Students with a Grade 1, 2, 3 or 4 pass in First Language English at HIGCSE or Namibia Senior Secondary Certificate (NSSC) Higher level or an equivalent school-leaving certificate examination shall be exempted from (the institutional core course), Language in Practice (PLU411S)/Principles of English Language Use (PLU411S) and English in Practice (EPR511S).
2. Students with a Grade A, B or C pass in First Language English at IGCSE or Namibia Senior Secondary Certificate (NSSC) Ordinary level or an equivalent school-leaving certificate examination shall be exempted from PLU411S/PLU411S (the institutional core course), and English in Practice (EPR511S).
3. Students with a Grade D and below pass in First Language English at IGCSE or Namibia Senior Secondary Certificate (NSSC) Ordinary level or an equivalent school learning certificate examination shall be exempted from the institutional core course Language in Practice (PLU411S)/Principles of English Language Use (PLU411S).
4. Students with a Grade 1, 2, 3 or 4 pass in English as a Second Language at HIGCSE (Higher International General Certificate of Secondary Education) or Namibia Senior Secondary Certificate (NSSC) Higher level or an equivalent school-leaving certificate examination shall be exempted from PLU411S/PLU411S (the institutional core course) Language in Practice/Principles of English Language Use.
5. Students with a Grade 1, 2, 3, or 4 pass in English as a Second Language at HIGCSE (Higher International General Certificate of Secondary Education) or Namibia Senior Secondary Certificate (NSSC) Higher level or an equivalent school-leaving certificate examination shall be exempted from PLU411S/PLU411S (the institutional core course).
6. Students with a Grade A or B pass in English as a Second Language at IGCSE or Namibia Senior Secondary Certificate (NSSC) Ordinary level or an equivalent school-leaving certificate examination shall be exempted from PLU411S/PLU411S (the institutional core course).
7. Students who have completed the NAMCOL English Communication Course (Modules 1 to 4) shall be exempted from PLU411S/PLU411S (the institutional core course).
8. Students who have completed English Communication courses or their equivalents eight or more years previously shall not be exempted from any English service course, without prior consultation with the department.
9. Students who have completed the English Transport Foundation course are exempted from PLU411S/PLU411S (the institutional core course) and English in Practice (EPR511S).
10. Students who have passed the English and Communication Skills (ACB2151) course offered by the University of Namibia at the Neudamm Campus shall be exempted from PLU411S/PLU411S (the institutional core course).
11. Students who have passed the UCG, ULEG, ULGE2410, ULCE3419 or the one-year English Access (Foundation) courses at the University of Namibia shall be exempted from PLU411S/PLU411S (the institutional core course).
12. Students who have completed the English Communication and Study Skills 1, 2 and 3 courses (over three

semesters) or the UCA or ULEA3519/English for Academic Purposes courses offered at the UNAM Language Centre can register for Professional Writing (PWR611S) or Professional Communication (PCO611S) at NUST.

MATURE AGE GRADING

Students who were admitted based on the Mature Age Entry should be registered as follows:

40% - 59% - Principles of English Language Use (PLU411S)

60% - 69% - English in Practice (EPR511S)

70% - 90% - English for Academic Purposes (EAP511S)

- **A student who scored 91% and more may apply for an exemption test.**

EXIT LEVEL COURSES

- Exit level courses shall be English for Academic Purposes (EAP511S), Professional Writing (PWR611S) or Professional Communication (PCO611S), subject to the requirements of individual study programmes.
- Professional Writing and Professional Communication may be taken in any order or simultaneously depending on the student's load and major programme or orientation.

PROGRESSION RULES

- Students must pass English in Practice before they are allowed to register for English for Academic Purposes.
- Students must pass Communication Skills/ English for Academic Purposes, or be exempted from it before being allowed to register for Professional Writing or Professional Communication.
- A student shall not be allowed to register for a higher course unless s/he has taken and passed a lower course or has been exempted from it.

If you have any questions, please contact:

The Regional Coordinator,

Or

Coordinators: Administrative Support at Tel: +264 61-207 2801/2561

Or

Education and Language Department at Tel: +264 61-207 2443

ENGLISH SERVICE COURSES PLACEMENT GUIDE 2021

Note this matrix does not replace the rules in the Prospectus

The [x] indicates the English course the student should **register** for the semester.

	PLU 411S	EPR511S	EAP511S	PWR611S	PCO611S
Various English results/ courses	Prin. Lang. Use	English in Prac	Eng. Acad. Purp	Prof Writing	Prof Comm
NSSC/HIGCSE					
English First Lang. Gr. 1, 2, 3, 4	/	/	x		
NSSC/IGCSE					
English First Lang. Gr. A, B, C	/	/	x		
Gr. D and below	/	x			
NSSC/HIGCSE					
English Second Lang. Gr. 1,2, 3,	/	/	x		
English Second Lang. Gr. 4	/	x			
NSSC/IGCSE					
English Second Lang. Gr. A+ ,A,B	/	x			
Gr. C and below	x				
NAMCOL Eng. Com Modules 1-4	/	x			
(B. Trans.& Log) Foundation Eng.	/	/	x		
UNAM Courses					
ACB2151 (Eng. & Com Skills)	/	x			
UCG/ULEG/ULGE/ULCE	/	x			
Skills 1,2 & 3	/	/	/	x	x
UCA/ULEA3519 (Eng. For Ac. Purpose)	/	/	/	x	x
Intro to Communication 1 AND 2	/	x			
ICC0101-0103(Intro. Com. 1,2,3)	/	/	x		
AEC2341 (Com & Info Systems) AND ACB2151 (Eng. & Com Skills)	/	/	x		
Mature Age	40-59%	60-69%	70-90%		

NOTES:

1. Please refer any **OTHER CONCERNS** (also foreign courses) to the Department at **207-2443**
2. If no English courses were completed in the **past eight [8] years**, the grade 12 results will be used to place the student. The student **may** approach the Department to request for possible exemptions.

ANYTHING NOT SHOWN on this matrix must be referred to the Department.

All other students should be registered accordingly.

BACHELOR OF PUBLIC MANAGEMENT – 24BPMN /07BPMN

DATE	FIRST YEAR (NEW CURRICULUM) Phased in 2015	SECOND YEAR (NEW CURRICULUM) Phased in 2016	THIRD YEAR (NEW CURRICULUM) Phased in 2017	ASS NO
SEMESTER ONE				
07 April 2021	Basic Science			1
09 April 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
09 April 2021	Introduction to Sociology			1
12 April 2021	Introduction to Mathematics	Basic Business Statistics 1A	International Trade	1
16 April 2021		Law for Public Man 1A	Development Management	1
19 April 2021		Regional & Local Government Management		1
19 April 2021	Principles of Microeconomics			1
21 April 2021		Public Human Resources Management	Innovation, Creativity and Entrepreneurship	1
23 April 2021	Introduction to Public Man.		Public Policy Analysis	1
26 April 2021			Urban Development & Management	1
07 May 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2
07 May 2021	Basic Science			2
10 May 2021	Introduction to Sociology		International Trade	2
12 May 2021	Introduction to Mathematics	Basic Business Statistics 1A		2
				2
14 May 2021		Law for Public Man 1A	Development Management	2
14 May 2021	Introduction to Public Management	Regional & Local Government Management	Public Policy Analysis	2
17 May 2021	Principles of Microeconomics	Public Human Resources Management	Urban Development & Management	2
21 May 2021			Innovation, Creativity and Entrepreneurship	2
04 June 2021			Work Integrated Learning	

BUSINESS SIMULATION SESSIONS ARE COMPULSORY FOR STUDENTS ENROLLED FOR:

- Innovation, Creativity and Entrepreneurship – ICE712S
- The Business Simulation session counts 25% towards the final mark
- Consult the tutorial letter for assessment weights

DATES FOR BUSINESS SIMULATION SESSIONS FOR SEMESTER 1 ARE AS FOLLOWS:

- Session 1 : TBC
- Session 2 : TBC

- Session 3 : TBC
- Session 4: TBC
- Session 5: TBC
- Session 6: TBC
- Session 7: TBC

DATES FOR BUSINESS SIMULATION SESSIONS FOR SEMESTER 2 OF 2020 WILL BE ANNOUNCED IN THE TUTORIAL LETTER AND ON THE COLL WEBSITE.

BASIC SCIENCE – BSC410S

The due dates for submission of Assignments for Basic Science in Semester 2 will be announced via the Moodle Platform, SMS's and in the First Tutorial Letter.

COMPUTER USER SKILLS – CUS411S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.

SYD611S (Contemporary Issues-CIS610S)

- THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

PLEASE NOTE:

Due to COVID-19, all exam-based courses are converted to Continuous Assessment and you are required to write the main test/comprehensive test that replaces the final examination. This test will weight at least 50 % towards your final mark. Students who have missed the main test should write a makeup test. Students that did not score 50 % in their final mark should write the Supplementary Test. Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM B: ASSIGNMENT SCHEDULE 2021

BACHELOR OF ACCOUNTING – 07BOAC

DATE	FIRST YEAR (Revised-Phased in 2016)	SECOND YEAR (Revised-Phased in 2016)	THIRD YEAR (Revised-Phased in 2017)	ASS NO
SEMESTER ONE				
07 April 2021	Basic Science			1
09 April 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
14 April 2021	Commercial Law 1A	Intermediate Microeconomics		1
19 April 2021	Principles of Microeconomics	Introduction to Business Management		1
26 April 2021		Company Law		1
30 April 2021	Quantitative Methods			1
07 May 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2
07 May 2021	Basic Science			2
14 May 2021		Intermediate Microeconomics		2
17 May 2021	Principles of Microeconomics	Company Law		2
21 May 2021	Commercial Law 1A			2
24 May 2021	Quantitative Methods	Introduction to Business Management		2
04 June 2021			Work Integrated Learning	

TAKE NOTE:

COMPUTER USER SKILLS – CUS411S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.

SYD611S (Contemporary Issues-CIS610S)

- **THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.**

PLEASE NOTE:

Due to COVID-19, all exam-based courses are converted to Continuous Assessment and you are required to write the main test/comprehensive test that replaces the final examination. This test will weight at least 50 % towards your final mark. Students who have missed the main test should write a makeup test. Students that did not score 50 % in their final mark should write the Supplementary Test. Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM C: ASSIGNMENT SCHEDULE 2021

BACHELOR OF MARKETING – 07BMAR

BACHELOR OF MARKETING - 07MARB

DATE	FIRST YEAR	SECOND YEAR	THIRD YEAR	ASS NO
SEMESTER ONE				
07 April 2021	Basic Science			1
09 April 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
09 April 2021			Consumer Behavior	1
12 April 2021	Introduction to Mathematics	Basic Business Statistics 1A	Product Pricing Management	1
14 April 2021		Commercial Law 1A		1
19 April 2021	Introduction to Business Management	Principles of Microeconomics Principles of Selling	Marketing Management	1
21 April 2021	Introduction to Marketing and its Environment	Services Marketing	Innovation, Creativity and Entrepreneurship	1
23 April 2021	Introduction to Organizational Psychology		Marketing Research & Market Intelligence	1
07 May 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2
07 May 2021	Basic Science	Principles of Selling	Marketing Management	2
12 May 2021	Introduction to Mathematics	Basic Business Statistics 1A	Consumer Behavior	2
17 May 2021		Principles of Microeconomics	Product Pricing Management	2
21 May 2021	Introduction to Marketing and its Environment	Commercial Law 1A	Innovation, Creativity and Entrepreneurship	2
24 May 2021	Introduction to Business Management	Services Marketing	Marketing Research & Market Intelligence	2
28 May 2021			Digital and Social Media Marketing (Old Electronic & Web-based Marketing)	1
04 Jun 2021			Work Integrated Learning	

TAKE NOTE:

- **All Distance Education students registering for Financial Accounting 101 (FAC511S) Course will have compulsory tests. The tests will count towards your admission mark to examinations. Kindly consult the Test Information Sheet for test dates available on the COLL website. Venues will be communicated via Text Messages. All quizzes for the accounting courses will be done online via the MOODLE platform.**

Digital and Social Media Marketing (Old Electronic & Web-based Marketing)

- Presentations and Tests will be done online. Consult the Test Information Sheet and the First Tutorial Letter.
- Counts 50% towards the final mark

MARKET RESEARCH & MARKET INTELLIGENCE – MRM711S:

- Compulsory test to be written. See Test Information Sheet.

BUSINESS SIMULATION SESSIONS ARE COMPULSORY FOR STUDENTS ENROLLED FOR:

- Innovation, Creativity and Entrepreneurship – ICE712S
- The Business Simulation session counts 25% towards the final mark
- Consult the tutorial letter for assessment weights

DATES FOR BUSINESS SIMULATION SESSIONS FOR SEMESTER 1 ARE AS FOLLOWS:

- Session 1 : TBC
- Session 2 : TBC
- Session 3 : TBC
- Session 4: TBC

- DATES FOR BUSINESS SIMULATION SESSIONS FOR SEMESTER 2 OF 2021 WILL BE ANNOUNCED IN THE TUTORIAL LETTER AND ON THE COLL WEBSITE.

COMPUTER USER SKILLS – CUS411S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS'S AND IN THE FIRST TUTORIAL LETTER.

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS'S AND IN THE FIRST TUTORIAL LETTER.

PROFESSIONAL COMMUNICATION – PCO611S

The course is only offered via the eLearning offering type. Therefore, the due dates for submission of Assignments and Compulsory Tests dates / online activities will be available via the eLearning on the course calendar of the Moodle platform and in the first Tutorial Letter.

SYD611S (Contemporary Issues-CIS610S)

THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

PLEASE NOTE:

Due to COVID-19, all exam-based courses are converted to Continuous Assessment and you are required to write the main test/comprehensive test that replaces the final examination. This test will weight at least 50 % towards your final mark. Students who have missed the main test should write a makeup test. Students that did not score 50 % in their final mark should write the Supplementary Test. Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM D: ASSIGNMENT SCHEDULE 2021

BACHELOR OF HUMAN RESOURCES MANAGEMENT – 07HRMB

DATE	FIRST YEAR (Revised) (Phased in 2016)	SECOND YEAR (Revised) (Phased in 2016)	THIRD YEAR (Revised) (Phased in 2017)	ASS NO
07 April 2021	Basic Science			1
09 April 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
12 April 2021	Introduction to Mathematics	Basic Business Statistics 1A	Organizational Development & Change	1
19 April 2021	Introduction to Business Management	Principles of Microeconomics	Operations Management	1
21 April 2021	Introduction to Marketing and its Environment	Organizational Behavior	Innovation, Creativity and Entrepreneurship	1
23 April 2021	Introduction to Organizational Psychology	Labour Law 1A	Introduction to Education, Training & Development	1
07 May 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2
07 May 2021	Basic Science			2
11 May 2021			Managing Employee Performance	1
12 May 2021	Introduction to Mathematics	Basic Business Statistics 1A		2
17 May 2021		Principles of Microeconomics		
21 May 2021	Introduction to Marketing and its Environment		Innovation, Creativity and Entrepreneurship	2
24 May 2021	Introduction to Business Management	Labour Law 1A	Operations Management	2
04 Jun 2021			Work Integrated Learning	

TAKE NOTE:

BUSINESS SIMULATION SESSIONS ARE COMPULSORY FOR STUDENTS ENROLLED FOR:

- Innovation, Creativity and Entrepreneurship – ICE712S
- The Business Simulation session counts 25% towards the final mark
- Consult the tutorial letter for assessment weights.

DATES FOR BUSINESS SIMULATION SESSIONS FOR SEMESTER 2 OF 2021 WILL BE ANNOUNCED IN THE TUTORIAL LETTER AND ON THE COLL WEBSITE.

COMPUTER USER SKILLS – CUS411S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.

PROFESSIONAL COMMUNICATION – PCO611S

The course is only offered via the eLearning offering type. Therefore, the due dates for submission of Assignments and Compulsory Tests dates / online activities will be available via the eLearning on the course calendar of the Moodle platform and in the first Tutorial Letter.

SYD611S (Contemporary Issues-CIS610S)

- THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

PLEASE NOTE:

Due to COVID-19, all exam-based courses are converted to Continuous Assessment and you are required to write the main test/comprehensive test that replaces the final examination. This test will weight at least 50 % towards your final mark. Students who have missed the main test should write a makeup test. Students that did not score 50 % in their final mark should write the Supplementary Test. Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM E: ASSIGNMENT SCHEDULE 2021

BACHELOR OF BUSINESS MANAGEMENT – 07BBMA

BACHELOR OF BUSINESS MANAGEMENT – 07BBMN

DATE	FIRST YEAR (Phased in 2020)	SECOND YEAR (Phased in 2015)	THIRD YEAR (Phased in 2017)	ASS NO
07 April 2021	Basic Science		Retail Management	1
09 April 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
12 April 2021	Introduction to Mathematics	Basic Business Statistics 1A	Design Process & Innovation	1
14 April 2021		Commercial Law 1A	Intermediate Microeconomics	1
19 April 2021	Principles of Microeconomics	Management Operations (Operations Management)	Small and Medium Enterprise Management	1
19 April 2021	Introduction to Business Management	Systems Thinking		1
21 April 2021			Innovation, Creativity and Entrepreneurship	1
23 April 2021		Purchasing and Supply Management	Small & Medium Enterprise Leadership	1
07 May 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2
07 May 2021	Basic Science		Retail Management	2
12 May 2021	Introduction to Mathematics	Basic Business Statistics 1A	Design Process & Innovation	2
14 May 2021		Systems Thinking	Intermediate Microeconomics	2
17 May 2021	Principles of Microeconomics	Purchasing and Supply Management	Small & Medium Enterprise Leadership	2
21 May 2021		Commercial Law 1A	Innovation, Creativity and Entrepreneurship	2
24 May 2021	Introduction to Business Management	Management Operations (Operations Management)	Small and Medium Enterprise Management	2
04 Jun 2021			Work Integrated Learning	

TAKE NOTE:

BUSINESS SIMULATION SESSIONS ARE COMPULSORY FOR STUDENTS ENROLLED FOR:

- Innovation, Creativity and Entrepreneurship – ICE712S
 - The Business Simulation session counts 25% towards the final mark
 - Consult the tutorial letter for assessment weights.
-
- **DATES FOR BUSINESS SIMULATION SESSIONS FOR SEMESTER 2 OF 2021 WILL BE ANNOUNCED IN THE TUTORIAL LETTER AND ON THE COLL WEBSITE.**

COMPUTER USER SKILLS – CUS411S

- Contact the Regional Coordinator for availability of the test
- **THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.**

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test
- **THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.**

PROFESSIONAL COMMUNICATION – PCO611S

The course is only offered via the eLearning offering type. Therefore, the due dates for submission of Assignments and Compulsory Tests dates / online activities will be available via the eLearning on the course calendar of the Moodle platform and in the first Tutorial Letter.

SYD611S (Contemporary Issues-CIS610S)

- **THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.**

PLEASE NOTE:

Due to COVID-19, all exam-based courses are converted to Continuous Assessment and you are required to write the main test/comprehensive test that replaces the final examination. This test will weight at least 50 % towards your final mark. Students who have missed the main test should write a makeup test. Students that did not score 50 % in their final mark should write the Supplementary Test. Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM F: ASSIGNMENT SCHEDULE 2021

BACHELOR OF ECONOMICS – 07BECO

DATE	FIRST YEAR (Phased in 2013)	SECOND YEAR (Phased in 2014)	THIRD YEAR (NEW Curriculum – 07BECO) phased in 2015	ASS NO
07 April 2021	Basic Science			1
09 April 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
12 April 2021		Statistics for Economists 2A (SFE611S)	International Trade	1
14 April 2021		Intermediate Microeconomics		1
19 April 2021			Public Finance	1
19 April 2021	Introduction to Business Management	Mathematics for Economists (MEC211S)		1
19 April 2021	Principles of Microeconomics	Money and Banking		1
23 April 2021	Mathematics for Economists 1A (MFE511S)		Managerial Economics	1
26 April 2021		Economics of Agriculture	Econometrics	1
27 April 2021			Transport Economics	
28 April 2021			Economics of Growth & Development	1
07 May 2021	Basic Science			2
07 May 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2
10 May 2021			International Trade	2
14 May 2021	Mathematics for Economists 1A (MFE511S)	Intermediate Microeconomics		2
17 May 2021	Principles of Microeconomics	Economics of Agriculture	Economics of Growth & Development	2
19 May 2021		Money and Banking	Econometrics	2
21 May 2021		Statistics for Economists 2A (SFE611S)		2
24 May 2021			Public Finance	2
24 May 2021	Introduction to Business Management			2
28 May 2021			Transport Economics	2
04 June 2021			Work Integrated Learning	

TAKE NOTE:

COMPUTER USER SKILLS – CUS411S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.

PROFESSIONAL COMMUNICATION – PCO611S

The course is only offered via the eLearning offering type. Therefore, the due dates for submission of Assignments and Compulsory Tests dates / online activities will be available via the eLearning on the course calendar of the Moodle platform and in the first Tutorial Letter.

SYD611S (Contemporary Issues-CIS610S)

- THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

PLEASE NOTE:

Due to COVID-19, all exam-based courses are converted to Continuous Assessment and you are required to write the main test/comprehensive test that replaces the final examination. This test will weight at least 50 % towards your final mark. Students who have missed the main test should write a makeup test. Students that did not score 50 % in their final mark should write the Supplementary Test. Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM G: ASSIGNMENT SCHEDULE 2021

BACHELOR OF OFFICE MANAGEMENT AND TECHNOLOGY – 07BOMT

BACHELOR OF BUSINESS AND INFORMATION ADMINISTRATION – 07BBIA

DATE	FIRST YEAR (Revised) (Phased in 2017)	SECOND YEAR (Revised) Phased in 2018	THIRD YEAR (Revised) Phased in 2018 (Old Curriculum – 07BOMT)	ASS NO
07 April 2021	Basic Science	Medical Information Systems 2A		1
09 April 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
14 April 2021	Administrative Management 1A	Commercial Law 1A	Public Relations 1A	1
19 April 2021	Introduction to Business Management	Administrative Management 2A	Info Administration 3A	1
21 April 2021	Business Information Systems 1A	Business Information Systems 2A		1
23 April 2021	Basic Mathematics	Introduction to Organisational Psychology	Administrative Management A (ADM710S)	1
23 April 2021		Labour Law 1A		1
07 May 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2
07 May 2021	Basic Science	Medical Information Systems 2A		2
12 May 2021	Business Accounting 1A		Info Administration 3A	2
14 May 2021	Business Information Systems 1A		Public Relations 1A	2
19 May 2021	Administrative Management 1A	Administrative Management 2A	Administrative Management A (ADM710S)	2
21 May 2021		Commercial Law 1A		2
24 May 2021	Introduction to Business Management	Labour Law 1A		2
28 May 2021	Basic Mathematics	Business Information Systems 2A		2
04 Jun 2021			Work Integrated Learning	

TAKE NOTE:

BUSINESS APPLICATIONS 1A, 1B, 2A, 2B AND 3A, 3B:

- Tests will be written during vacation schools
- Consult the tutorial letter regarding the assessment weights

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.

BUSINESS SIMULATION SESSIONS ARE COMPULSORY FOR STUDENTS ENROLLED FOR:

- Innovation, Creativity and Entrepreneurship – ICE712S
 - The Business Simulation session counts 25% towards the final mark
 - Consult the tutorial letter for assessment weights.
- DATES FOR BUSINESS SIMULATION SESSIONS FOR SEMESTER 1 ARE AS FOLLOWS:
 - Session 1 : TBC
 - Session 2 : TBC
 - Session 3 : TBC
 - Session 4: TBC
 - DATES FOR BUSINESS SIMULATION SESSIONS FOR SEMESTER 2 OF 2021 WILL BE ANNOUNCED IN THE TUTORIAL LETTER AND ON THE COLL WEBSITE.

PROFESSIONAL COMMUNICATION – PCO611S

The course is only offered via the eLearning offering type. Therefore, the due dates for submission of Assignments and Compulsory Tests dates / online activities will be available via the eLearning on the course calendar of the Moodle platform and in the first Tutorial Letter.

SYD611S (Contemporary Issues-CIS610S)

- THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

PLEASE NOTE:

Due to COVID-19, all exam-based courses are converted to Continuous Assessment and you are required to write the main test/comprehensive test that replaces the final examination. This test will weight at least 50 % towards your final mark. Students who have missed the main test should write a makeup test. Students that did not score 50 % in their final mark should write the Supplementary Test. Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM H: ASSIGNMENT SCHEDULE 2021
BACHELOR OF ENGLISH – 25BAEN
BACHELOR OF ENGLISH – REVISED CURRICULUM – 07BAEN

DATE	FIRST YEAR	SECOND YEAR	THIRD YEAR	ASS NO
SEMESTER ONE				
07 April 2021	Basic Science			1
12 April 2021	Introduction to Literature 1A	Theory & Practice of World Poetry 2A		1
16 April 2021	Introduction to Linguistics	English Syntax		1
19 April 2021		Literary Drama		1
23 April 2021	Language with Technology	Intercultural Communication		1
23 April 2021	Basic Mathematics	English Morphology		1
07 May 2021	Basic Science	English Syntax		2
10 May 2021	Introduction to Literature 1A	Theory & Practice of World Poetry 2A		2
17 May 2021	Introduction to Linguistics	Literary Drama		2
21 May 2021	Language with Technology	Intercultural Communication		2
28 May 2021	Basic Mathematics	English Morphology		2
04 June 2021			Work Integrated Learning	

TAKE NOTE:

COMPUTER USER SKILLS – CUS411S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.

INTRODUCTION TO DIGITAL LITERATURE – IDL521S

- THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

ENGLISH DIGITAL PROJECT – EDP711S

- THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

SYD611S (Contemporary Issues-CIS610S)

- THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

PLEASE NOTE:

Due to COVID-19, all exam-based courses are converted to Continuous Assessment and you are required to write the main test/comprehensive test that replaces the final examination. This test will weight at least 50 % towards your final mark. Students who have missed the main test should write a makeup test. Students that did not score 50 % in their final mark should write the Supplementary Test. Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM I: ASSIGNMENT SCHEDULE 2021
BACHELOR OF COMMUNICATION – 25BACO
BACHELOR OF COMMUNICATION – REVISED CURRICULUM – 07BACO

DATE	FIRST YEAR	SECOND YEAR	THIRD YEAR	ASS NO
SEMESTER ONE				
07 April 2021	Basic Science			1
09 April 2021	Intro to Communication 1A	Introduction to Sociology		1
14 April 2021	Intercultural Communication	Specialised Writing		1
14 April 2021		Communication for Specific Purposes		1
19 April 2021	Principles of Microeconomics	Rhetorical Theory & Criticism		1
23 April 2021	Basic Mathematics	Introduction to Public Management		1
26 April 2021		Group Dynamics and Communication		1
07 May 2021	Basic Science			2
10 May 2021	Intro to Communication 1A	Introduction to Sociology		2
14 May 2021		Introduction to Public Management		2
17 May 2021	Principles of Microeconomics	Specialised Writing		2
17 May 2021		Communication for Specific Purposes		2
21 May 2021	Intercultural Communication	Rhetorical Theory & Criticism		2
28 May 2021	Basic Mathematics	Group Dynamics and Communication		2
04 June 2021			Work Integrated Learning	

TAKE NOTE:

COMPUTER USER SKILLS – CUS411S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.

INFORMATION COMPETENCE – ICT521S

- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.

WEB COMMUNICATION – WCO621S

- THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

SYD611S (Contemporary Issues-CIS610S)

- THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

PLEASE NOTE:

Due to COVID-19, all exam-based courses are converted to Continuous Assessment and you are required to write the main test/comprehensive test that replaces the final examination. This test will weight at least 50 % towards your final mark. Students who have missed the main test should write a makeup test. Students that did not score 50 % in their final mark should write the Supplementary Test. Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM J: ASSIGNMENT SCHEDULE 2021
BACHELOR OF TRANSPORT MANAGEMENT – 07BTRA
BACHELOR OF TRANSPORT MANAGEMENT – 07BTRM

DATE	FIRST YEAR (Revised Program Phased in 2017)	SECOND YEAR (Revised Programme Phased in 2018)	THIRD YEAR (Revised Programme Phased in 2019)	THIRD YEAR 07BTRM (OLD programme)	ASS NO
SEMESTER ONE					
07 April 2021	Basic Science				1
09 April 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
12 April 2021	Introduction to Mathematics	Basic Business Statistics 1A	Leading and Managing Projects	Project Planning and Management	1
14 April 2021	Fundamentals of Marketing	Commercial Law 1A	International and Regional Transport Economics	International and Regional Transport Economics	1
19 April 2021	Principles of Transport Economics				1
21 April 2021			Advanced Transport Economics		1
21 April 2021	Transport & Distribution Management	Land Transport Safety & Infrastructure Considerations	Strategic Fleet Management Innovation Creativity and Entrepreneurship		1
23 April 2021	Self-Development and Study Skills		Intermodal Transportation	Transport Operations Management Techniques	1
26 April 2021	Introduction to Supply Chain Management			Road Safety and Infrastructure Management Techniques	1
27 April 2021	Transport Economics				1
30 April 2021		Intelligent Transportation Systems	Advanced Maritime Transport		1
07 May 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2
07 May 2021	Basic Science				2
12 May 2021	Introduction to Mathematics	Basic Business Statistics 1A	Leading and Managing projects	Project Planning and Management	2
14 May 2021	Self-Development and Study Skills				2

14 May 2021	Fundamentals of Marketing				
14 May 2021			Intermodal Transportation		2
17 May 2021	Transport & Distribution Management			Transport Operations Management Techniques	2
19 May 2021	Principles of Transport Economics	Land Transport Safety & Infrastructure Considerations	Advanced Transport Economics		2
21 May 2021		Commercial Law 1A	Innovation Creativity and Entrepreneurship Advanced Maritime Transport		2
24 May 2021	Introduction to Supply Chain Management		Strategic Fleet Management		2
28 May 2021	Transport Economics	Intelligent Transportation Systems	International and Regional Transport Economics	Road Safety and Infrastructure Management Techniques	2
04 June 2021	Experiential Learning 1 and 2		Work Integrated Learning	Work Integrated Learning 1	

PLEASE TAKE NOTE:

COMPUTER USER SKILLS – CUS411S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.

BUSINESS SIMULATION SESSIONS ARE COMPULSORY FOR STUDENTS ENROLLED FOR:

- Innovation, Creativity and Entrepreneurship – ICE712S
- The Business Simulation session counts 25% towards the final mark
- Consult the tutorial letter for assessment weights.

DATES FOR BUSINESS SIMULATION SESSIONS FOR SEMESTER 1 ARE AS FOLLOWS:

- Session 1 : TBC
- Session 2 : TBC
- Session 3: TBC

PROFESSIONAL COMMUNICATION – PCO611S

The course is only offered via the eLearning offering type. Therefore, the due dates for submission of Assignments and Compulsory Tests dates / online activities will be available via the eLearning on the course calendar of the Moodle platform and in the first Tutorial Letter.

All test, quizzes and Assignments will be done online via the MOODLE platform and the test dates as well as Venues will be communicated via the Moodle platform, SMS's, COLL Facebook page and COLL website.

SYD611S (Contemporary Issues-CIS610S)

- THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

PLEASE NOTE:

Due to COVID-19, all exam-based courses are converted to Continuous Assessment and you are required to write the main test/comprehensive test that replaces the final examination. This test will weight at least 50 % towards your final mark. Students who have missed the main test should write a makeup test. Students that did not score 50 % in their final mark should write the Supplementary Test. Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM K: ASSIGNMENT SCHEDULE 2021
BACHELOR OF LOGISTICS AND SUPPLY MANAGEMENT – 07BLSC
BACHELOR OF LOGISTICS AND SUPPLY MANAGEMENT – 07BLSM

DATE	FIRST YEAR (Revised Program Phased in 2017)	SECOND YEAR (Revised Programme Phased in 2018)	THIRD YEAR (Revised Programme Phased in 2019)	THIRD YEAR 07BLSM (OLD programme)	ASS NO
	SEMESTER ONE				
07 April 2021	Basic Science				1
09 April 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
12 April 2021	Introduction to Mathematics	Basic Business Statistics 1A	Leading and Managing Projects		1
14 April 2021	Fundamentals of Marketing	Commercial Law 1A			1
16 April 2021			Procurement Management		1
19 April 2021				Project Management/ Small and Medium Enterprise Projects replaced by Leading and Managing Projects	1
21 April 2021	Principles of Transport Economics	Management Information Systems	Innovation, Creativity and Entrepreneurship		1
23 April 2021		Operations Logistics Management	Global Logistics and Supply Chain Management		
26 April 2021	Introduction to Supply Chain Management	Information Technology in Logistics	Supply Chain Management		1
30 April 2021				Elements of Maritime Transport	1
07 May 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2
07 May 2021	Basic Science	Management Information Systems			2
12 May 2021	Introduction to Mathematics	Basic Business Statistics 1A	Leading and Managing Projects	Project Management/ Small and Medium Enterprise Projects replaced by Leading and Managing Projects	2
14 May 2021	Fundamentals of Marketing				2
19 May 2021	Principles of Transport Economics	Information Technology in Logistics	Procurement Management		2

21 May 2021		Commercial Law 1A	Innovation, Creativity and Entrepreneurship		2
24 May 2021	Introduction to Supply Chain Management	Operations Logistics Management	Supply Chain Management		
28 May 2021			Global Logistics and Supply Chain Management		2
31 May 2021				Elements of Maritime Transport	2

PLEASE TAKE NOTE:

BASIC SCIENCE – BSC410S

The due dates for submission of Assignments for Basic Science in Semester 2 will be announced via the Moodle Platform, SMS's and in the First Tutorial Letter.

COMPUTER USER SKILLS – CUS411S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER

BUSINESS SIMULATION SESSIONS ARE COMPULSORY FOR STUDENTS ENROLLED FOR:

- Innovation, Creativity and Entrepreneurship – ICE712S
- The Business Simulation session counts 25% towards the final mark
- Assessment 1 – 3 counts 55% towards the final mark

DATES FOR BUSINESS SIMULATION SESSIONS FOR SEMESTER 1 ARE AS FOLLOWS:

- Session 1 : TBC
- Session 2 : TBC
- Session 3 : TBC
- Session 4: TBC

- **DATES FOR BUSINESS SIMULATION SESSIONS FOR SEMESTER 2 OF 2020 WILL BE ANNOUNCED IN THE TUTORIAL LETTER AND ON THE COLL WEBSITE.**

PROFESSIONAL COMMUNICATION – PCO611S

The course is only offered via the eLearning offering type. Therefore, the due dates for submission of Assignments and Compulsory Tests dates / online activities will be available via the eLearning on the course calendar of the Moodle platform and in the first Tutorial Letter.

All test, quizzes and Assignments will be done online via the MOODLE platform and the test dates as well as Venues will be communicated via the Moodle platform, SMS's, COLL Facebook page and COLL website.

SYD611S (Contemporary Issues-CIS610S)

- THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

PLEASE NOTE:

Due to COVID-19, all exam-based courses are converted to Continuous Assessment and you are required to write the main test/comprehensive test that replaces the final examination. This test will weight 50 % towards your final mark. Students who have missed the main test should write a makeup test. Students that did not score 50 % in their final mark should write the Supplementary Test. Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM L: ASSIGNMENT SCHEDULE 2021

BACHELOR OF SPORTS MANAGEMENT – 07BOSM

DATE	FIRST YEAR (Phased in 2018)	SECOND YEAR (Phased in 2019)	THIRD YEAR (Phased in 2020)	ASS NO
09 April 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use Use English in Practice English for Academic Purposes Professional Writing	1
12 April 2021		Basic Business Statistics 1A	Consumer Behaviour in Sports	1
14 April 2021	Fundamentals of Marketing		Business Research for Sports Managers	
19 April 2021	Introduction to Business Management	Principles of Micro - Economics	Media and Public Relations	1
21 April 2021		Sport Law and Regulations	Innovation, Creativity and Entrepreneurship	1
23 April 2021	Basic Mathematics	Sport Marketing	Sport Governance & Policy	1
28 April 2021		Sport Sociology and Psychology		1
07 May 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing		2
14 May 2021	Fundamentals of Marketing			2
12 May 2021		Basic Business Statistics 1A	Consumer Behaviour in Sports	2
17 May 2021		Principles of Micro - Economics		2
19 May 2021		Sport Law and Regulations	Sport Governance & Policy	2
21 May 2021			Innovation, Creativity and Entrepreneurship	2
24 May 2021	Introduction to Business Management	Sport Sociology and Psychology	Media and Public Relations	2
28 May 2021	Basic Mathematics	Sport Marketing	Business Research for Sports Managers	2

TAKE NOTE:

COMPUTER USER SKILLS – CUS411S

- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS'S AND IN THE FIRST TUTORIAL LETTER.

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS'S AND IN THE FIRST TUTORIAL LETTER.

PROFESSIONAL COMMUNICATION – PCO611S

The course is only offered via the eLearning offering type. Therefore, the due dates for submission of Assignments and Compulsory Tests dates / online activities will be available via the eLearning on the course calendar of the Moodle platform and in the first Tutorial Letter.

PLEASE NOTE:

Due to COVID-19, all exam-based courses are converted to Continuous Assessment and you are required to write the main test/comprehensive test that replaces the final examination. This test will weight at least 50 % towards your final mark. Students who have missed the main test should write a makeup test. Students that did not score 50 % in their final mark should write the Supplementary Test. Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM M: ASSIGNMENT SCHEDULE 2021

INTRODUCTION TO SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS - (04STEM)

DATE	FIRST YEAR	ASS NO
09 April 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
07 May 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2

TAKE NOTE:

COMPUTER USER SKILLS – CUS411S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.

PLEASE NOTE:

Due to COVID-19, all exam-based courses are converted to Continuous Assessment and you are required to write the main test/comprehensive test that replaces the final examination. This test will weight at least 50 % towards your final mark. Students who have missed the main test should write a makeup test. Students that did not score 50 % in their final mark should write the Supplementary Test. Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM N: ASSIGNMENT SCHEDULE 2021

CERTIFICATE IN VOCATIONAL EDUCATION AND TRAINING: TRAINER – 04CVET

DATE	FIRST YEAR	ASS NO
SEMESTER ONE		
07 April 2021	Basic Science	1
09 April 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
14 April 2021	Competency-Based Assessment A	
21 April 2021	Education Theory and Practice A	1
23 April 2021	Basic Mathematics	1
26 April 2021	Professional Development and Practice A	1
28 April 2021	Instructional and Learning Strategies A	1
07 May 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2
07 May 2021	Basic Science	2
12 May 2021	Education Theory and Practice A	2
17 May 2021	Instructional and Learning Strategies A	2
21 May 2021	Professional Development and Practice A	2
28 May 2021	Competency-Based Assessment A	2
28 May 2021	Basic Mathematics	2

TAKE NOTE:

COMPUTER USER SKILLS – CUS411S

- Contact the Regional Coordinator for availability of the test
- **THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.**

PLEASE NOTE:

Due to COVID-19, all exam-based courses are converted to Continuous Assessment and you are required to write the main test/comprehensive test that replaces the final examination. This test will weight at least 50 % towards your final mark. Students who have missed the main test should write a makeup test. Students that did not score 50 % in their final mark should write the Supplementary Test. Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM O: ASSIGNMENT SCHEDULE 2021

HIGHER CERTIFICATE IN VOCATIONAL EDUCATION AND TRAINING: TRAINER – 05HCVET

DATE	SECOND YEAR	ASS NO
SEMESTER ONE		
09 April 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
14 April 2021	Education Theory and Practice A	1
21 April 2021	Assessment in Vet A	1
26 April 2021	ICT for Educators A	1
28 April 2021	Training in VET	1
07 May 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2
12 May 2021	Education Theory and Practice A	2
17 May 2021	Assessment in Vet A	2
21 May 2021	ICT for Educators A	2
28 May 2021	Training in VET	2

PLEASE NOTE:

Due to COVID-19, all exam-based courses are converted to Continuous Assessment and you are required to write the main test/comprehensive test that replaces the final examination. This test will weight at least 50 % towards your final mark. Students who have missed the main test should write a makeup test. Students that did not score 50 % in their final mark should write the Supplementary Test. Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM P: ASSIGNMENT SCHEDULE 2021

DIPLOMA IN TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING: TRAINER – 06DTVT

DATE	FIRST YEAR	SECOND YEAR	ASS NO
	SEMESTER ONE		
09 April 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
14 April 2021	History of TVET	Classroom and Workshop Management in TVET	1
18 April 2021	Microteaching A (Assessment Task 1)	Microteaching B	1
19 April 2021	Psychology of Learning A	Reflective Teaching and Practice	1
21 April 2021	Fundamentals of TVET Assessment and Moderation	Professional Development and Practice	
23 April 2021		Educational Technology	1
07 May 2021	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2
08 May 2021	Microteaching A (Assessment Task 2)	Microteaching B	2
12 May 2021	History of TVET	Classroom and Workshop Management in TVET	2
14 May 2021	Psychology of Learning A	Reflective Teaching and Practice	2
19 May 2021	Fundamentals of TVET Assessment and Moderation	Professional Development and Practice	2
24 May 2021		Microteaching B	2
28 May 2021		Educational Technology	2
30 May 2021	Microteaching A (Assessment Task 3)	Microteaching B	3

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2021 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS'S AND IN THE FIRST TUTORIAL LETTER

PLEASE NOTE:

Due to COVID-19, all exam-based courses are converted to Continuous Assessment and you are required to write the main test/comprehensive test that replaces the final examination. This test will weight at least 50 % towards your final mark. Students who have missed the main test should write a makeup test. Students that did not score 50 % in their final mark should write the Supplementary Test. Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM Q: ASSIGNMENT SCHEDULE 2021

BACHELOR OF ENGLISH HONOURS –08BENH

DATE	FIRST YEAR	ASS NO
SEMESTER ONE		
09 April 2021	Literary Theory	1
12 April 2021	African Oral Literature	1
16 April 2021	Theoretical Linguistics	1
21 April 2021	Research Methods	1
03 May 2021	Literary Theory	2
07 May 2021	Research Methods	2
10 May 2021	African Oral Literature	2
14 May 2021	Theoretical Linguistics	2
21 May 2021	Research Methods	3
04 June 2021	Research Methods	4

TAKE NOTE

RESEARCH METHODS (REM811S) –

- Students will defend their Research Proposals at the Namibia University of Science and Technology
- Exact date and time to be announced to students
- Each candidate will be given 15 minutes to do so

PLEASE NOTE:

Due to COVID-19, all exam-based courses are converted to Continuous Assessment and you are required to write the main test/comprehensive test that replaces the final examination. This test will weight at least 50 % towards your final mark. Students who have missed the main test should write a makeup test. Students that did not score 50 % in their final mark should write the Supplementary Test. Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM R: ASSIGNMENT SCHEDULE 2021

BACHELOR OF MARKETING HONOURS – 08HMAR

DATE	FIRST YEAR	ASS NO
SEMESTER ONE		
12 April 2021	International Marketing Management	1
14 April 2021	Strategic Marketing Management: Analysis, Planning & Decision Making	1
19 April 2021	Product Innovation & Project Management	1
21 April 2021	Research Methodology	1
07 May 2021	Research Methodology	2
12 May 2021	International Marketing Management	2
14 May 2021	Strategic Marketing Management: Analysis, Planning & Decision Making	2
21 May 2021	Research Methodology	3
29 May 2021	Product Innovation & Project Management	2
04 Jun 2021	Research Methodology (final proposal)	4

TAKE NOTE

ALL COURSES FOR THE BACHELOR OF MARKETING HONOURS:

- Product Innovation & Project Management (Oral presentation and class test online)
- Dates and Time will be indicated on the Test Information Sheet.

PLEASE NOTE:

Due to COVID-19, all exam-based courses are converted to Continuous Assessment and you are required to write the main test/comprehensive test that replaces the final examination. This test will weight at least 50 % towards your final mark. Students who have missed the main test should write a makeup test. Students that did not score 50 % in their final mark should write the Supplementary Test. Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM S: ASSIGNMENT SCHEDULE 2021

BACHELOR OF HUMAN RESOURCES MANAGEMENT HONOURS – 08HHRM

DATE	FIRST YEAR	ASS NO
SEMESTER ONE		
12 April 2021	Advanced Project Management	1
14 April 2021	Management and Leadership	1
19 April 2021	Capacity Building and Talent Management	
21 April 2021	Research Methodology	1
23 April 2021	Advanced Industrial and Labour Relations	1
28 April 2021	Strategic Human Resources Management	1
07 May 2021	Research Methodology	2
12 May 2021	Advanced Project Management	2
14 May 2021	Management and Leadership	2
21 May 2021	Research Methodology	3
24 May 2021	Capacity Building and Talent Management	2
26 May 2021	Advanced Industrial and Labour Relations	2
28 May 2021	Strategic Human Resources Management	2
04 Jun 2021	Research Methodology (final proposal)	4

TAKE NOTE

ALL COURSES FOR THE BACHELOR OF HUMAN RESOURCES MANGEMENT HONOURS:

- Compulsory tests to be written
- Dates and Time will be indicated on the Test Information Sheet.

PLEASE TAKE NOTE:

- Students registering for Undergraduate Courses, i.e. LAL111S, LAL112S, ODC712S, EWH722S, IRL712S MEP711S, ETD711S, PTD712S can view the assignment due dates from/under the Degree 07BHRM.
- Pre-requisites for the above-mentioned courses will apply.

PLEASE NOTE:

Due to COVID-19, all exam-based courses are converted to Continuous Assessment and you are required to write the main test/comprehensive test that replaces the final examination. This test will weight at least 50 % towards your final mark. Students who have missed the main test should write a makeup test. Students that did not score 50 % in their final mark should write the Supplementary Test. Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM T: ASSIGNMENT SCHEDULE 2021

BACHELOR OF BUSINESS MANAGEMENT HONOURS – 08BBMH

DATE	FIRST YEAR (Phased in 2019)	ASS NO
SEMESTER ONE		
12 April 2021	Advanced Project Management	1
19 April 2021	Small Enterprise Support	1
21 April 2021	Research Methodology	1
23 April 2021	Global Business Management	1
07 May 2021	Research Methodology	2
12 May 2021	Advanced Project Management	2
14 May 2021	Global Business Management	2
21 May 2021	Research Methodology	3
23 May 2021	Small Enterprise Support	2
04 June 2021	Research Methodology (final proposal)	4

TAKE NOTE

ALL COURSES FOR THE BACHELOR OF BUSINESS MANGEMENT HONOURS:

- Compulsory tests to be written.
- Dates and Time will be indicated on the Test Information Sheet.

PLEASE NOTE:

Due to COVID-19, all exam-based courses are converted to Continuous Assessment and you are required to write the main test/comprehensive test that replaces the final examination. This test will weight at least 50 % towards your final mark. Students who have missed the main test should write a makeup test. Students that did not score 50 % in their final mark should write the Supplementary Test. Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

**ADDENDUM U: ASSIGNMENT SCHEDULE 2021
BACHELOR OF LOGISTICS HONOURS – 22BLOH**

DATE	FIRST YEAR (Phased in 2019)	ASS NO
SEMESTER ONE		
16 April 2021	Economics of Namibia and SADC	1
21 April 2021	Research Methodology	1
27 April 2021	Transport Economics	1
07 May 2021	Research Methodology	2
21 May 2021	Economics of Namibia and SADC	2
28 May 2021	Transport Economics	2
21 May 2021	Research Methodology	2
04 June 2021	Research Methodology (final proposal)	4

PLEASE NOTE:

Due to COVID-19, all exam-based courses are converted to Continuous Assessment and you are required to write the main test/comprehensive test that replaces the final examination. This test will weight at least 50 % towards your final mark. Students who have missed the main test should write a makeup test. Students that did not score 50 % in their final mark should write the Supplementary Test. Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM V: ASSIGNMENT SCHEDULE 2021

eLEARNING COURSES

SEMESTER 1

COURSES	PREREQUISITE
ACCOUNTING INFORMATION SYSTEMS 4	Principles of Information Systems 1A and 1B/Computer User Skills
ADMINISTRATIVE OFFICE MANAGEMENT 4A	Administrative Office Management 3A & 3B
BUSINESS APPLICATIONS 1A	None
BUSINESS OPERATIONS	None
ENGLISH DIGITAL PROJECT	Introduction to Digital Literature and Language with Technology
INFORMATION ADMINISTRATION 4A	Information Administration 3A & 3B
INTRODUCTION TO MATHEMATICS	None
PROFESSIONAL COMMUNICATION	English for Academic Purposes
TAXATION 3A + 3B	Financial Accounting 201 and 202/2A and 2B
SUSTAINABILITY AND DEVELOPMENT	None

NB: Due dates for assignments and online tasks for courses offered through eLearning are available on the course calendar on MOODLE (your online Learning Management System.)

NB: Students registered for eLearning courses must attend a compulsory orientation session after registration and must ensure that they are enrolled for the courses on eLearning.

TEST SCHEDULE is uploaded onto the COLL Website under COLL Announcement.