


Damelin

correspondence

The Career Development College

Prospectus



Clerical Administration
and Secretarial

Enrol Qualify Achieve

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Dear Student

Right now, you have your sights firmly set on exploring your career development. As you contemplate further study, you want to be certain that your hard work will enjoy the credibility and respect of employers.

Rest assured that Damelin Correspondence College is a learning institution that is employer-recognised and trusted. Damelin prides itself on offering you the very best learning programmes.

As you page through this prospectus, keep your career goals firmly in focus. This will enable you to identify the programme that will open the door to your career success.

Why study with Damelin Correspondence College?

- Damelin is the largest and most comprehensive offering in Southern Africa.
- Employers recognise and have confidence in a Damelin certificate as being academically sound and relevant to their needs.
- Damelin Correspondence College (Pty) Ltd is provisionally registered with the Department of Education until 31 December 2014. Registration no. 2008/FE07/037 - see www.education.gov.za.
- Damelin Correspondence College (Pty) Ltd has provisional accreditation with UMALUSI and is a confirmed candidate for full accreditation. UMALUSI is the Council for Quality Assurance in General and Further Education and Training in South Africa - see www.umalusi.org.za. The accreditation number for Damelin Correspondence College (Pty) Ltd is FET 00475PA. Employers are required to quote this number in their claims to the Skills Levy Fund, for investing in their employee's education as set out in the Skills Development Act No 31, 2003.
- Damelin Correspondence College offers you the flexibility to gain qualifications while you are working.
- Damelin focuses on providing you with programmes of study that are career-related, and academically driven.
- Damelin's expertise includes programme development, curriculum design, content, and student support methods that are right up to date.

Register now and be one step closer to the career position you desire, and the future you are aiming for.



Yours sincerely
Thivhudziwi Vele
Damelin Correspondence College Principal



DCC's Learning Opportunities

DCC caters for a wide variety of learner needs. This means that we offer both formal and non-formal programmes. It is important that you understand the type of programme for which you are enrolling.

Damelin Correspondence College offers you the following learning opportunities :

National qualifications are credit-bearing qualifications registered on the NQF and accredited by a Quality Assurance Body, such as a SETA. A skills programme is an accredited component of a national qualification. An example of a National Qualification offered by DCC is the National Certificate in Bookkeeping, NQF Level 3, SAQA ID 58375, accredited by FASSET.

DCC Provider Programmes are DCC's vocational certificates and diplomas that enhance your skills and improve your career opportunities. Provider Programmes are not linked to the NQF, but they are in high demand and carry the approval of the DCC Academic Board. An example of a DCC Provider Programme is the DCC Certificate in Professional Secretary.

Agent Programmes are programmes for which DCC offers tuition, but where DCC does not issue the final certificate. The agent body issues the final certificate and manages the final examinations. An example of an Agent Programme offered by DCC is the Microsoft Office User Specialist (MOUS) programme.

Continuous Professional Development (CPD) Programmes are short courses that help you add to your current professional knowledge in a particular field, and hence boost your abilities within your career. An example of a DCC CPD programme is the DCC Short Course in Conflict Management.

Orientation Programmes are short courses that introduce you to a particular field or career, and that offer you the opportunity to explore an interest or skills set without having to enroll on a full programme. An example of a DCC Orientation Programme is the DCC Short Course: Introduction to Radio Broadcasting.

Self-employment Programmes were designed to refine your skills in a particular field of interest, to teach you how to make a living from a particular skill, interest or hobby, and to help you start your own business. An example of a DCC Self-employment programme is the DCC Diploma in Computerised Bookkeeping.

Why Choose Damelin Correspondence?

Employer Credibility

Today's job market is highly competitive, particularly for young people who are seeking their first job. In this environment, the most valuable asset that a job-seeker can have is a relevant qualification from an acclaimed and respected institution. Students can rest assured that, with over 40 years' experience in preparing students for employment, and 30 campuses around the country, Damelin has an unrivalled reputation as an educational institution. Every employer knows and respects the calibre of Damelin graduates.

Flexibility and Commitment to the Student

Studying by correspondence has several advantages over attending classes at a campus:

- Students can register at any time of the year
- Students can learn at home, according to a convenient schedule, without having to incur the cost and inconvenience of travelling to classes at fixed times
- Students can continue to earn an income, while studying outside of working hours at home.
- Students have access to highly qualified and experienced Damelin tutors who can provide quick feedback by giving detailed comments on assignments, and can provide telephonic tutorials on a one-to-one basis.
- Students can engage with study material that is divided up into logically sequenced, manageable units, which form part of an integrated and sound learning process of introduction, reinforcement and review, interspersed with student-centred exercises.

Career Counselling & Development Service

Students are encouraged to make use of Damelin's free educational counselling service. Students can contact the Damelin Correspondence College Call Centre by telephone for referral to a Career Counsellor, or to make a personal appointment. Alternatively, students can e-mail queries to the College.

The Career Counsellor can assist students in choosing a career. He or she can also provide additional academic support (such as study skills, tips for writing assignments and pre-exam techniques, life skills, time-management, coping with stress, and more), or can simply provide job-searching techniques.

Why Choose Damelin Correspondence?

cont...

Providing for Students with Disabilities or Audio Needs

Damelin seeks to provide students who have disabilities with every opportunity to participate fully in the College. When registering, students are invited to disclose any disabilities that they may have, and to indicate any individual support or special examination arrangements that they may need. Students are also welcome to contact a Damelin Student Consultant for further information. In addition, students with disabilities are invited to discuss their particular needs with the Career Counsellor, who is available to assist with personal, academic and career choices.

Students who experience difficulty in studying from printed material, for whatever reason, are encouraged to contact the Education Desk of Tape Aids for the Blind, to arrange for printed material to be transferred to audio. Phone 031 309 4800.

Recognition of Prior Achievement

Our Internal Policy of recognition of prior achievements is applied to this programme. Therefore, should students not meet the admission requirements as described in the brochure, they should contact Damelin Correspondence College to evaluate their prior achievement, to decide if they can gain entrance to the course of their choice.

For further information and distance learning guidance visit our website at:

www.dcc.edu.za

The Damelin Business Learning Programmes

General Business Studies

Damelin has played a major role in business education and training for over 40 years. The College provides high quality training for those who need hands-on skills to advance their careers in the South African business world.

Damelin's General Business Studies division offers a range of learning programmes that have been accredited both by Damelin and by various external professional institutes. Damelin acts as an educational agent, in respect of these learning programmes, for the external bodies.

Admission Requirements

It is important that a student's choice of learning programme is based on his or her current level of education and experience. It is often detrimental to study success if a student registers for a programme for which he or she doesn't have the necessary educational background. It might also prove a blow to the student's self-confidence. Therefore, we urge students to take a conservative, realistic approach, and in so doing build a solid foundation for further study.

We have outlined, in this prospectus, the admission requirements for each programme. However, if students have any doubts about admission requirements, they are encouraged to contact a Damelin Correspondence College Student Consultant, who will be able to answer any queries.

Examination Information

When students register as Damelin Correspondence College students, they receive an Examination Guide for Damelin internal examinations. This guide is updated every year, and contains information regarding examination registration dates and the dates of the actual exams. Please note that it is the student's responsibility to request an updated Examination Guide at the beginning of each year.

Each of the external professional institutes with which Damelin is in partnership has a specific method of assessing students for accreditation. It is vital that students familiarise themselves with the assessment methods that apply to their learning programme. Students are also advised to consult the institution concerned for relevant information on exam and membership fees.

Examination Information

If students are registered for a Damelin Certificate or Diploma programme, they must register for examinations with the College as soon as they have completed and passed all assignments. To register for exams, students should simply complete an examination entry form and submit it to the College, together with the prescribed examination fee, before the closing date for the next examination.

Professional Institute Programmes

As we have already mentioned, Damelin Correspondence College offers a selection of programmes that are accredited and externally examined by professional institutions. These professional institutions are:

- the Institute of Business Studies (IBS);
- the Institute of Certified Bookkeepers (ICB).

Details of the programmes concerned can be found in this prospectus.

Damelin Business Career Courses

Most of the Damelin business accreditations form part of structured career programmes. In order to advance through a programme, a student must complete his or her chosen subjects at consecutive levels. Alternatively, students may obtain exemption from given subjects on the basis of their prior learning or experience.

The programmes offered by Damelin's Business Group are examined programmes. The completion of each programme is rewarded with a full outcomes-based accreditation.

To take advantage of the many opportunities that exist in the field of clerical administration, the student needs to have a thorough understanding of modern business procedures and principles.

Damelin offers three learning programmes that will equip students with the necessary skills and knowledge to enhance their careers in the corporate world of business or clerical administration:

- Damelin Certificate in Clerical Administration;
- ICB Office Administration Programme.
- Business Administration Certificate.

Successful graduates will be equipped to take responsibility for administrative tasks in business, and for performing certain support activities for management and professional personnel.

Career Prospects

Damelin offers students the perfect opportunity to advance their careers in the corporate world. The Certificate in Clerical Administration is designed particularly for those students who weren't able to complete their matric, and want to enter the corporate world. The learning programme comprises five subjects, four of which are compulsory for the core of the learning programme, while the fifth is an elective subject that is dependent on the student's choice of specialisation. Once students have successfully completed this Certificate, they will be ready to register for the Damelin Career Learning Programme of their choice. Those students who progress to the Damelin Career Learning Programme after successful completion of this Certificate may be exempted from further study of the elective subject.

Programme Type

The Clerical Administration programme is a **Provider Programme**.

Admission Requirements

A Grade 10 (Std. 8). (If students wish to register on the learning programme and do not meet the minimum admission requirements, but have three years' relevant work experience, they should call their nearest Damelin branch to discuss the prospects for their entrance to the learning programme.)

Students must also have access to a personal computer with the following minimum requirements:

- Pentium Processor II or above
- 32 to 64 MB of RAM
- 16-Bit Sound Card
- CD-Rom
- VGA Display
- 350 MB free hard-drive space
- Windows XP
- MS Office 2003
- Internet access

Programme Structure

(For subject content, please see the 'Clerical Administration Subject List' on page 11.)

Core

- Business Communication
- Applied Accounting
- Business Economics

Electives

Choose any 1 of the following Electives:

- Human Resource Management I
- Financial Accounting I
- Public Relations I

Plus select a second Elective from the following:

PLEASE NOTE: Students are not required to write an examination on the following subjects:

- Introduction to Computers
- MS Word 2003 Proficient
- MS Excel 2003 Proficient
- MS Outlook 2003 Proficient

Programme Duration

18 months.

Student Assessment

It is not compulsory for students to hand in written assignments but they are required to write 1 formal exam per subject. Please note that exams are written in June and October of each year. Students will need to complete an examination entry form and submit it to the College, together with the prescribed examination fee, before the closing date of the next examination. Please refer to the exam guide for more details.

Certification

On successful completion the student will receive the relevant Damelin Correspondence Certificate in Clerical Administration.

Aim High

If students combine the Damelin Certificate in Clerical Administration with any of the Damelin Management Learning Programmes when they register, they will benefit from significant discounts.

Clerical Administration Subject List

MS Office 2003

WORD

This powerful word-processing application package from Microsoft has features that are similar to those of a desktop publishing application. It is one of the software packages most commonly used in business today.

EXCEL

The Excel Spreadsheet application is the most popular software programme of its kind in the world. Excel enables anyone who has to work with figures on a spreadsheet to produce work that looks neat and professional. Proficiency in Microsoft Excel can open doors to new and exciting business careers.

Outlook

Outlook provides a complete set of e-mail features with Calendar, Task Lists and the add-ons to allow individuals to synchronise their information.

Business Communication

This subject covers aspects of written and oral business communication.

Applied Accounting

Applied Accountancy introduces bookkeeping aspects such as the cashbook, general journal, trading account, profit and loss account, business forms and control accounts.

Business Economics

Business Economics covers a variety of basic business principles, including the following: business ownership, production, marketing, buying, storekeeping, insurance, the stock exchange, transport and the provision of capital to establish and maintain a business.

Clerical Administration Subject List

Human Resource Management

This subject introduces the human resource functions, including human resource planning; recruitment; interviewing and selection; appointment of staff; training; remuneration; performance appraisal; and labour relations.

Financial Accounting

This subject includes an introduction to the basic principles of accounting as they apply to the financial affairs of sole traders and partnerships. The student will also learn how to interpret financial statements.

Marketing Management

Marketing Management introduces the student to the philosophy and concepts of marketing, and the role of marketing in business today.

Management

This subject will provide the student with an understanding of the concepts, problems and practices of management, as well as the skills necessary for analysing changes in the market.

Public Relations

This subject introduces the student to public relations as a professional discipline, and to media production processes.

The Damelin Secretarial Learning Programmes

Today, a successful business cannot do without a skilled and reliable secretarial department. Not only do secretaries organise the working lives of directors and managers, they also play a vital role in supporting the functioning of a corporate team.

There are numerous opportunities in the secretarial field at all levels of business. Depending on the aspirant secretary's level of expertise, he or she has the chance to experience tremendous rewards and career satisfaction by advancing in the corporate world.

Damelin offers students a new curriculated learning programme in Secretarial Studies. After successfully completing this learning programme, students may choose to exit with a generic certification, or to enhance their skills with one or more of the Continuous Professional Development Learning Programmes. (Students should refer to the diagram overleaf to choose a skills programme(s) that best suits their needs.) Students can qualify in various areas by adding 1, 2 or even 3 of the Continuous Professional Development Learning Programmes. The opportunities are limitless.

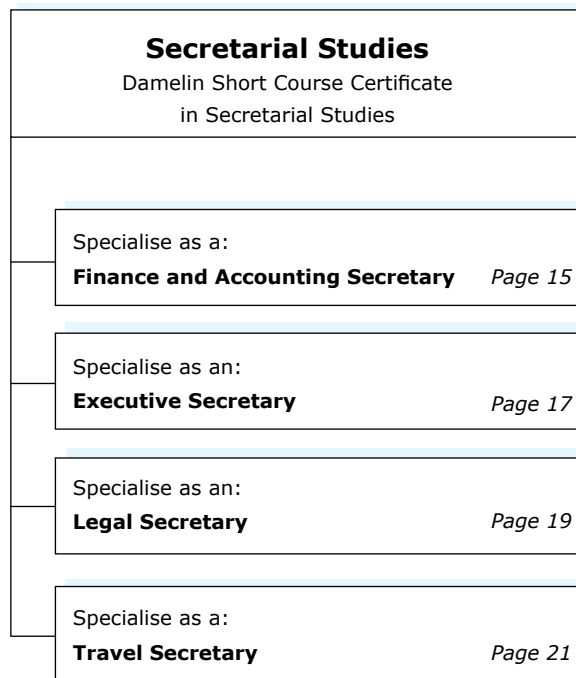
Damelin Correspondence College offers the following learning programmes to encourage the student to advance in a career as a secretary or business administrator:

- Finance and Accounting Secretary
- Executive Secretary
- Legal Secretary
- Travel Secretary
- Professional Secretary Certificate
- Professional Secretary Diploma
- Personal Assistant Diploma

Students can choose the ICB Office Administration Learning Programme.

A Guide to Careers in the Secretarial Profession

Students can proceed to specialise in 1 or more of the Continuous Professional Development Learning Programmes.



Finance and Accounting Secretary Short Learning Programme

Career Prospects

A career as a Finance and Accounting Secretary will open many doors in the finance sector for the student. The successful student will be able to fulfil the vital role of support to any financial manager. As students enhance their skills and acquire experience, they will be able to assist senior executives and, in so doing, will increase their earning potential and advancement opportunities.

Programme Type

The Finance and Accounting Secretary Short Learning programme is a **Continuous Professional Development Programme**.

Admission Requirements

A Grade 10 (Std. 8) or an equivalent.

Programme Structure

After successfully completing this learning programme, students will be able to:

Business Administration Fundamentals

- prepare written communications;
- communicate verbally and non-verbally in the workplace;
- access and use information from texts;
- operate a computer;
- send e-mails;
- use the Internet;
- work with Word, Excel and PowerPoint;

Business Practice Operations

- perform basic calculations;
- demonstrate an understanding of a selected business environment;
- function in a business environment;
- plan, monitor and control an information system in a business environment;

Business Administration: Office Practice

- co-ordinate meetings, minor events & travel arrangements;
- control office supplies and the maintenance of office equipment;
- prepare and process documents for financial and banking processes;
- process incoming and outgoing telephone calls;
- manage incoming and outgoing mail;
- control the reception area;

Finance and Accounting Secretary Short Learning Programme

cont...

Finance and Accounting

- interpret basic financial statements;
- administer income and receipts;
- analyse and communicate workplace data;
- perform basic business calculations; and
- finalise and interpret accounts.

Programme Duration

12 months.

Student Assessment

It is not compulsory for students to hand in written assignments but they are required to write 4 formal exams. Please note that exams take place in June and October of each year. Students will need to complete an examination entry form and submit it to the College, together with the prescribed examination fee, before the closing date for the next examination. Please refer to the exam guide for more details.

Certification

On successful completion the student will receive a Damelin Correspondence Short Course Certificate in Finance and Accounting Secretary.

Executive Secretary Short Learning Programme

Career Prospects

The executive secretary is a key player in the corporate business environment. This learning programme is renowned as the ultimate executive secretary training, and offers students a solid foothold in an exciting career.

Programme Type

The Executive Secretary Short Learning programme is a **Continuous Professional Development Programme**.

Admission Requirements

A Grade 10 (Std. 8) or an equivalent.

Programme Structure

After successfully completing this learning programme, students will be able to:

Business Administration Fundamentals

- prepare written communications;
- communicate verbally and non-verbally in the workplace;
- access and use information from texts;
- operate a computer;
- send emails;
- use the Internet;
- work with Word, Excel and PowerPoint;

Business Practice Operations

- perform basic calculations;
- demonstrate an understanding of a selected business environment;
- function in a business environment;
- plan, monitor and control an information system in a business environment;

Business Administration: Office Practice

- co-ordinate meetings, minor events & travel arrangements;
- control office supplies and the maintenance of office equipment;
- prepare and process documents for financial and banking processes;
- process incoming and outgoing telephone calls;
- manage incoming and outgoing mail;
- control the reception area;

Executive Secretary Short Learning Programme

cont...

Executive Secretary

- use a presentation package to produce business documents;
- present information in report format;
- plan, organise and control the day to day admin of an office support function;
- access information in order to respond to client enquiries in a financial services environment;
- use a spreadsheet package to produce and manage business documents;
- manage electronic mail in a business environment; and
- prepare and process documents for financial and banking processes.

Programme Duration

12 months.

Student Assessment

It is not compulsory for students to hand in written assignments but they are required to write 4 formal exams. Please note that exams take place in June and October of each year. Students will need to complete an examination entry form and submit it to the College, together with their prescribed examination fees, before the closing date for the next examination. Please refer to the exam guide for more details.

Certification

On successful completion the student will receive a Damelin Correspondence Short Course Certificate in Executive Secretary.

Career Prospects

A legal secretary assists lawyers and legal executives with all aspects of their roles in a legal firm. The legal secretary's duties could include attending court and communicating with other firms and organisations to request or deliver information. The aspirant legal secretary should be well organised, methodical, and have a passion for the legal system.

Programme Type

The Legal Secretary Short Learning programme is a **Continuous Professional Development Programme**.

Admission Requirements

A Grade 10 (Std. 8) or an equivalent.

Programme Structure

After successfully completing this learning programme, students will be able to:

Business Administration Fundamentals

- prepare written communications;
- communicate verbally and non-verbally in the workplace;
- access and use information from texts;
- operate a computer;
- send emails;
- use the Internet;
- work with Word, Excel and PowerPoint;

Business Practice Operations

- perform basic calculations;
- demonstrate an understanding of a selected business environment;
- function in a business environment;
- plan, monitor and control an information system in a business environment;

Business Administration: Office Practice

- co-ordinate meetings, minor events & travel arrangements;
- control office supplies and the maintenance of office equipment;
- prepare and process documents for financial and banking processes;
- process incoming and outgoing telephone calls;
- manage incoming and outgoing mail;
- control the reception area;

Legal Secretary

- apply accounting skills in an attorney's books of account;
- draft legal agreements; and
- apply contract documentation.

Programme Duration

12 months.

Student Assessment

It is not compulsory for students to hand in written assignments but they are required to write 4 formal exams. Please note that exams take place in June and October of each year. Students will need to complete an examination entry form and submit it to the College, together with their prescribed examination fees, before the closing date for the next examination. Please refer to the exam guide for more details.

Certification

On successful completion the student will receive a Damelin Correspondence Short Course Certificate in Legal Secretary.

Travel Secretary Short Learning Programme

Career Prospects

The Travel Secretary Learning Programme will teach students the skills they require to assist an organisation that organises tourist events. Students should possess a natural flair for organising events, be comfortable in dealing with foreigners, and have a keen interest in tourism.

Programme Type

The Travel Secretary Short Learning programme is a **Continuous Professional Development Programme.**

Admission Requirements

A Grade 10 (Std. 8) or an equivalent.

Programme Structure

After successfully completing this learning programme, students will be able to:

Business Administration Fundamentals

- prepare written communications;
- communicate verbally and non-verbally in the workplace;
- access and use information from texts;
- operate a computer;
- send emails;
- use the Internet;
- work with Word, Excel and PowerPoint;

Business Practice Operations

- perform basic calculations;
- demonstrate an understanding of a selected business environment;
- function in a business environment;
- plan, monitor and control an information system in a business environment;

Business Administration: Office Practice

- co-ordinate meetings, minor events & travel arrangements;
- control office supplies and the maintenance of office equipment;
- prepare and process documents for financial and banking processes;
- process incoming and outgoing telephone calls;
- manage incoming and outgoing mail;
- control the reception area;

Travel Secretary Short Learning Programme

cont..

Travel Secretary

- maintain a booking system;
- advise customers and manage customer care in the tourism environment;
- put together plans for sustainability for tourism in South Africa; and
- understand the tourism industry.

Programme Duration

12 months.

Student Assessment

It is not compulsory for students to hand in written assignments but they are required to write 4 formal exams. Please note that exams take place in June and October of each year. Students will need to complete an examination entry form and submit it to the College, together with their prescribed examination fees, before the closing date for the next examination. Please refer to the exam guide for more details.

Certification

On successful completion the student will receive a Damelin Correspondence Short Course Certificate in Travel Secretary.

Damelin Certificate in Professional Secretary Learning Programme

Career Prospects

The Professional Secretarial Profession covers a range of fields, which are focused on giving support to key role-players in business, such as Senior Managers and Executives. These support roles are highly valued and highly rewarded, as they are acknowledged as essential to the smooth running and success of any business.

Programme Type

The Professional Secretary Learning programme is a **Provider Programme**.

Admission Requirements

A Grade 10 (Std. 8) or an equivalent.

Programme Structure

Certificate

- Computyping
- Business Communication
- Business and Office Administration I
- Introduction to PC's (choose Vista or XP)
- Financial Control

Plus select one or more of the following Electives:

- MS Word 2003 Proficient**
- MS Excel 2003 Proficient**
- MS Outlook 2003 Proficient**
- MS PowerPoint 2003 Proficient**
- Pastel 10**

**All MS Office components include Software*

***Please note that students are not required to write an examination on the following subjects.*

Programme Duration

18 months.

Student Assessment

It is not compulsory for students to hand in written assignments but they are required to write 1 formal exam per subject. Students should complete an examination entry form and submit it to Damelin, together with the prescribed examination fee before the closing date for the next examination. Please refer to the exam guide for more details.

Certification

On successful completion the student will receive a Damelin Correspondence Certificate in Professional Secretary.

Aim High

Should the students choose to register for more than one learning programme, they will benefit from significant discounts. Damelin recommends the students combine the Certificate with the Diploma to enhance their programme.

Damelin Diploma in Professional Secretary Learning Programme

Career Prospects

The Damelin Professional Secretarial Profession offers students the opportunity to qualify at Diploma Level. Students will be able to broaden their skills and knowledge and enhance to a fulfilling career.

Programme Type

The Professional Secretary Learning programme is a **Provider Programme**.

Admission Requirements

A Grade 12 (Std. 10) or an equivalent. (If students wish to register on the learning programme and do not meet the minimum admission requirements, but have three years' relevant work experience, they should call their nearest Damelin branch to discuss the prospects for their entrance to the learning programme.)

Programme Structure

Diploma

- Secretarial Events Planning
- Business and Office Administration II
- Management I
- Human Resources Management I (Personnel Management)
- Financial Accounting I

Plus select one or more of the following Electives:

- MS Word 2003 Expert**
- MS Excel 2003 Expert**
- MS Outlook 2003 Expert**
- MS PowerPoint 2003 Expert**

**All MS Office components include Software*

***Please note that students are not required to write an examination on the following subjects.*

Programme Duration

24 months.

Student Assessment

It is not compulsory for students to hand in written assignments but they are required to write 1 formal exam per subject. Students should complete an examination entry form and submit it to Damelin, together with the prescribed examination fee before the closing date for the next examination. Please refer to the exam guide for more details.

Certification

On successful completion the student will receive a Damelin Correspondence Diploma in Professional Secretary.

Aim High

Should the students choose to register for more than one learning programme, they will benefit from significant discounts. Damelin recommends the students combine the Certificate with the Diploma to enhance their programme.

Damelin Diploma in Personal Assistant Learning Programme

Career Prospects

Personal Assistants (PA's) are often a manager's first point of contact with people from inside and outside the organisation. Managers often rely heavily on their PA, trusting that work will be handled efficiently in their absence. For this reason, discretion and confidentiality are essential attributes for a successful PA to possess. This course is ideal for a person that wants to take responsibility for much of the organisation and the co-ordination of an office.

Programme Type

The Personal Assistant Learning programme is a **Provider Programme**.

Admission Requirements

Grade 10 (Std 8) or an equivalent.

Programme Structure

- Computing
- Business and Office Administration II
- Economics
- Organisational Behaviour
- Management I
- Introduction to PC's (choose Vista or XP)

Select one of the following:

- Financial Accounting I
- Marketing Management I
- Human Resource Management I

Plus select one or more of the following Electives:

- MS Word 2003 Proficient**
- MS Excel 2003 Proficient**
- MS Outlook 2003 Proficient**
- MS PowerPoint 2003 Proficient**
- Pastel 10**

**All MS Office components include Software*

***Please note that students are not required to write an examination on the following subjects.*

Programme Duration

24 months

Student Assessment

It is not compulsory for students to hand in written assignments but they are required to write a formal exam per subject. Please note that exams are written in June and October of each year. Students will need to complete an examination entry form and submit it to the College, together with the prescribed examination entry fee, before the closing date for the next examination. Please refer to the exam guide for more details.

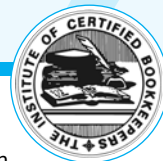
Certification

On successful completion you will receive your Damelin Correspondence Diploma in Personal Assistant.

Aim High

If students combine the Personal Assistant Learning Programme with any of the other Damelin Correspondence Learning Programmes when they enrol, they will benefit from significant discounts.

ICB Office Administration Learning Programme



Career Prospects

Office administrators assist executives to perform at their best, and thereby help the business to achieve maximum efficiency. Among the fields in which office administrators need to be skilled are: public relations, tourism, accounting and telecommunications. Office administrators also have to be proficient in handling correspondence, dealing with clients, making bookings and appointments, basic bookkeeping, and the drawing up of reports.

Programme Type

The ICB Office Administration Learning programmes are **National Qualifications**.

Admission Requirements

A Grade 12 (Std. 10) OR an equivalent. (If students wish to register on the learning programme and do not meet the minimum admission requirements, but have three years' relevant work experience, they should call their nearest Damelin branch to discuss the prospects for their entrance to the learning programme.)

Programme Structure

Certificate : Office Administration NQF 5 (SAQA ID 23618)

- Office Communication
- Business and Office Administration
- Bookkeeping
- Marketing Management and Public Relations
- Business Law and Administrative Practice
- Cost and Management Accounting

Higher Certificate : Office Administration NQF 5 (SAQA ID 23619)

- Business and Office Administration 2
- Human Resources Management & Labour Relations
- Economics

National Diploma : Administration NQF 6 (SAQA ID 23619)

- Business and Office Administration 3
- Financial Accounting
- Management

ICB Office Administration Learning Programme

cont...

Programme Duration

Full Programme: 24 - 36 months

Student Assessment

Students are required to write 1 formal exam per subject. Please note that exams are written in May and October of each year. To qualify to write these exams, students must be registered with the ICB before the closing date.

PLEASE NOTE:

Students' enrolment with Damelin Correspondence College does not include the registration with ICB. Please contact the Institute for details on exam registration, dates and registration fees.

Institute Contact Details

Institute of Certified Bookkeepers
P.O. Box 2237 Cape Town 8001
Tel: 021 685 2746 Fax: 021 686 4083
E-mail: admin@icb.org.za
www.icb.org.za

Programme Accreditation

These learning programmes are accredited by the ICB and Fasset.

Certification

On successful completion the student will receive an ICB Office Administration Certificate, Higher Certificate or Diploma.

Aim High

If students combine the ICB Office Administration Programmes with any other Damelin Correspondence Learning Programme when they register, they will benefit from significant discounts.

Certificate in Administration Learning Programme

Programme Type

The Certificate in Administration is a **Provider Programme**.

Entrance Requirements:

Grade 11 or equivalent with Mathematical Literacy.

Career Prospects

This programme is designed to prepare you for a career in modern business and management. The major areas of business administration are all covered.

Contents:

Fundamentals

- Business Communication
- Career Readiness

Core

- Basic Accounting and Financial Management
- Office Practice
- Computyping

Electives

- Business and Office Administration
- Payroll Administration
- Human Resources Administration

Course Duration

You should be able to finish this Programme within 18 months.

Exam Information

Students are required to complete and hand in written assignments and write a formal exam per subject. PLEASE NOTE: Please note that there are exam sittings in June and October of each year. You will need to submit an exam entry form, together with the prescribed examinations fee, to the college before the closing date for the next exam. Please refer to your exam guide for more details.

Award

Upon successful completion of the qualification, you will receive a Damelin Correspondence Administration certificate.

The accomplishment of any important goal in life requires two things: a plan, and a commitment to keep to that plan! What follows is a simple 10-step process that will guide you to achieving success in your chosen Damelin programme, therefore bringing you one step closer to the career of your choice, or the advancement that you aspire to.

Step 1

Choose the programme that best suits you:

- Identify a career that best suits your natural interests and abilities.
- Choose a learning programme that is relevant to your chosen career, and for which you are able to meet the entrance requirements.

Step 2

Decide how you wish to pay for your studies:

- You may pay the full fee in cash (which will save you interest charges), or on terms over an agreed period.
- You may choose to register now for the complete learning programme, even if you plan to do only some of the subjects this year, and the rest later. This will save you money in the long run.

Step 3

Fill in your registration form. (You can phone one of our student consultants on 0860-61-61-61 to assist you in filling out the form.) Then send your completed registration form to Damelin by:

- Posting it to Damelin Correspondence College, P.O. Box 590, Cape Town, 8000, OR
- Taking it to your nearest Damelin office.

Step 4

Once you have registered, Damelin will send you your first study pack containing the following:

- Your **Student Card**, which identifies you as a student wherever you go;
- Your **Damelin Study Notes**, which have been designed to make you feel as if you have your own personal teacher;
- Your **Study Methods Booklet**, which includes helpful study hints;
- Your **Information Guide**, a summary of important details;
- Your **Examinations Guide**, which tells you how to enter for your examinations;
- Your **Personal Study Programme**, which shows you the study units or items that you will need for each subject that you are studying; and
- Your **Assignment Covers, Student Query Forms and Envelopes**, to make it easy for you to send in your assignments and queries to the College.

Step 5

Decide on the study times that best suit your lifestyle. Then work out your own study timetable. Try to keep to your timetable! It is very difficult to catch up when you have fallen behind.

Step 6

Get down to the serious business of studying. The notes have been designed to take the place of a class teacher.

Step 7

- Complete regular assignments to check how you are doing.
- Continuous assessment is an essential feature of distance learning. Our study material contains numerous self assessment exercises, to help you to make sure that you are in control of your work at all times.
 - At the end of each module, you will complete a progress assignment, which you must send to the College for marking and comment. We will return the progress assignment to you with a model answer.
 - In order to qualify for a term mark, which gives you entrance to the examination, you must submit the required assignments before your exam date.

Step 8

Enter for the examinations

- Follow the instructions in your Exam Guide on how and when to enter for your examinations.
- Remember that it is your own responsibility to register in time for a particular examination sitting.

Step 9

Write the examinations

- You will enter the examination room knowing that you have done the very best preparation that you are capable of, and you will face the exam paper with confidence.

Step 10

Qualify for your certificate

- Join the thousands of successful past students of Damelin Correspondence College who are making a success of their careers.

Help is only a phone call away!

Should you have any queries about the learning programme you are interested in, please do not hesitate to contact a Damelin Student Consultant at the following number:

0860 61 61 61



Damelin

correspondence

The Career Development College

Register Today!

Our branches:

BRAAMFONTEIN

1st Floor, Mineralia House, 78 De Korte Street,
Braamfontein 2001

P.O. Box 31001, Braamfontein 2017

Tel: +27 11 712 2556, **Fax:** +27 11 712 2517

PRETORIA

Shop 6, 273 Andries Street, Pretoria 0002

P.O. Box 1332, Pretoria 0001

Tel: +27 12 352 9111, **Fax:** +27 12 322 6369

CAPE TOWN

Shop 34, Matador Centre, 62 Strand Street, Cape Town 8001

P.O. Box 4180, Cape Town 8024

Tel: +27 21 417 8160, **Fax:** +27 21 417 0300

DURBAN

The Educor Gallery, Educor House, 325 Smith Street,
Durban 4001

P.O. Box 2553, Durban 4000

Tel: +27 31 374 9750, **Fax:** +27 31 301 0301

PORT ELIZABETH

246 Cape Road, Mill Park, Port Elizabeth 6001

P.O. Box 27067, Greenacres 6057

Tel: +27 41 363 0877, **Fax:** +27 41 363 0896

NELSPRUIT

25 Brown Street, Nelspruit 1201

Tel: +27 13 752 2400, **Fax:** +27 13 752 6184

NAMIBIA

Shop 17, Mezzanine Floor, BPI House,
269 Independence Avenue, Windhoek

Tel: +264 61 308 835

Post your registration form to:
**The Registrar, Damelin Correspondence,
P.O. Box 590, Cape Town 8024**
Visit our website: www.dcc.edu.za
e-mail: info@dcc.edu.za



Make your mark with **Damelin**

DamelinCorrespondenceCollege(Pty)Ltd is provisionally registered with the Department of Education as an FET College until 31 December 2014, in terms of the Further Education and Training Colleges Act 16 of 2006. Registration number 2008/FE07/037.