Clerical Administration

Damelin correspondence
The Career Development College

Enrol • Qualify • Achieve
With one of the most employer-recognised colleges
Programme Types offered at Damelin Correspondence College (DCC)

1. National Qualifications are credit-bearing qualifications registered on the NQF (National Qualifications Framework) and accredited by a Quality Assurance Body, such as a SETA (Sector Education and Training Authority). A skills programme is an accredited component of a National qualification.

2. Agent Programmes are programmes for which Damelin Correspondence College offers tuition, but where DCC does not issue the final certificate. The Agent Body issues the final certificate and manages the final examinations.

3. Damelin Correspondence College Programmes are DCC's own programmes that are not linked to the NQF and are not credit-bearing. However, they are in high demand and carry the approval of the Damelin Correspondence College Academic Board.

Damelin Correspondence College Programmes fall into four categories:

- **Damelin Correspondence College Career Programmes** are DCC's own programmes that are designed to teach you the skills and knowledge to succeed in a particular career.

- **Damelin Correspondence College Continuous Professional Development (CPD) Short Courses** are courses that help you add to your current professional knowledge in a particular field, and hence boost your abilities within your career.

- **Damelin Correspondence College 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 enrol on a full programme.

- **Damelin Correspondence College Self-Employment Programmes** are 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.
Your opportunity to qualify in Clerical Administration

All organisations, whether they are in the public or the private sector, need administrative personnel to keep them operating productively.

Key Career Skills
The key factors for success in any clerical position are the abilities to do basic calculations, deal efficiently with routine tasks, work neatly and accurately, and be a cooperative team member and a good communicator.
Simply choose the course you would like to specialise in

Choose from one of the following courses:
- Damelin Correspondence College General Administration Certificate
- Damelin Correspondence College Human Resources Administration Certificate
- Damelin Correspondence College Accounting Administration Certificate
- Damelin Correspondence College Marketing Administration Certificate
- Damelin Correspondence College Public Relations Assistant

Programme Structure
Core Subjects
- Business Communication
- Applied Accounting
- Business Economics

Electives
Choose any 1 of the following Electives depending on the course you've selected:
- Management 1
- Human Resource Management
- Financial Accounting 1
- Marketing Management 1
- Public Relations 1

Choose a *2nd elective from 1 of the following:
- Introduction to Personal Computers (using Windows 7)
- MS Word 2010
- MS Excel 2010
- MS Outlook 2010

*PLEASE NOTE: Students are not required to write an examination on the computer elective subjects
Damelin Correspondence College
Subject Information

• **Introduction to Personal Computers (using Windows 7)**
You will familiarise yourself with the basic components of personal computers, log on to Windows 7, explore the Windows 7 interface, manage files and folders, use the common tools and programs available in Windows 7, customise the Windows 7 desktop, and browse the Internet.

• **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 opportunities.

• **Outlook**
Outlook provides a complete set of email 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 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: business ownership, production, marketing, buying, store keeping, insurance, the stock exchange, transport and the provision of capital to establish and maintain a business.

• **Human Resources 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.
Damelin Correspondence College
Subject Information

- **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. You will also learn how to interpret financial statements.

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

- **Management**
  This subject will provide you with an understanding of the concepts, problems and practices of management, as well as the skills necessary for analyzing changes in the market.

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

**Hardware Requirements**
You will require the following hardware for your personal computer or laptop:
- Intel® Pentium® IV 800 MHz or higher
- Minimum 512MB of RAM or higher
- 128 MB graphics processor that supports DirectX® 9.0
- Generic Monitor (1024×768)
- 16 GB hard disk space for 32 bit or 20 GB hard disk space for 64 bit
- DVD R/RW drive
- High-speed Internet connection
- A few recordable CDs/DVDs

**Software Requirements**
You will require the following software for your personal computer or laptop:
- Microsoft® Windows® 7
- DirectX® 9.0

**Programme Type**
The applicable Damelin Correspondence College Clerical Administration Certificate is a DCC Career Programme, that is approved by the DCC Academic Board.*

*NON-CREDIT BEARING/NOT AlIGNED TO NQF
Entrance Requirements
Grade 10 (Std. 8) or equivalent, or relevant work experience (3 years), and computer literacy and access to a PC.

Course Duration
You should be able to complete each of these courses within 18 months.

Assessment and Exam Information
For the non-examinable subjects (the computer elective subjects), all the required assignments must be completed and sent to the College for marking. All assignments must be successfully passed in order to obtain the award. You will need to write and pass 4 formal exams per certificate. Please note that exams are written in June and October of each year. You should 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.

Award
On successful completion of this course, you will receive the applicable Damelin Correspondence College Clerical Administration Certificate.
As the employer’s assistant, the Office Administrator handles correspondence, makes appointments and reserves venues and accommodation for conferences and business visits. This could be the job for you if you work well under pressure and can cope calmly with interruptions and juggling several tasks at once. Bilingualism and excellent computer skills are also important requirements. The confidential nature of this position requires impeccable honesty, as well as initiative and decision-making skills. Positions you can assume are as a Receptionist, Office Assistant, Office Administrator, Public Relations Officer and Marketing Administrator. You will be able to understand business communication; basic bookkeeping up to trial balance; use your basic knowledge of cost and management accounting and computing; show proficiency in basic marketing and public relations, business law and administrative practice.
ICB Membership Designation: CJOAlcb (SA)
Title with ICB Designation: Certified Junior Office Administrator

Programme Type
The National Certificate: Office Administration is a National Qualification, accredited by FASSET SETA, through the Institute of Certified Bookkeepers (ICB). The Institute of Certified Bookkeepers (ICB) is a quality assurance partner of FASSET SETA.

Entrance Requirements
Grade 12 (Std. 10) or equivalent and you must be at least 16 years of age. No prior accounting knowledge needed.

Subjects / Learning areas
- Office Communication
- Business and Office Administration 1
- Bookkeeping
- Marketing Management and Public Relations
- Business Law and Administrative Practice
- Cost and Management Accounting

Course Duration
You should be able to complete this course within 12 months.

Assessment and Exam Information
You are required to register directly with the ICB for exams. You are required to submit assignments to the ICB for marking and pass them successfully. The assignments are in the form of a Portfolio of Evidence (POE) and will be sent by the ICB to you after you have registered for your exams with the ICB. Exams are written in February, May, August and November. Please contact the ICB for further information on membership and exam registration. Please note that your enrolment with Damelin Correspondence College does not include membership or exam fees.

Award
When you have successfully passed your exams on each learning area, the ICB will award you with an Achievement Certificate indicating your result. On successful completion of all learning areas in this qualification, your details will be uploaded onto the FASSET SETA database and your National Certificate: Office Administration will be issued to you by the ICB.
National Higher Certificate: Office Administration NQF L5 ID No: 23619

ICB Membership Designation: CSOAcb (SA)
Title with ICB Designation: Certified Senior Office Administrator

Programme Type
The National Certificate: Office Administration is a National Qualification, accredited by FASSET SETA, through the Institute of Certified Bookkeepers (ICB). The Institute of Certified Bookkeepers (ICB) is a quality assurance partner of FASSET SETA.

Entrance Requirements
The National Certificate: Office Administration

Subjects / Learning areas
• Business and Office Administration 2
• Human Resources Management and Labour Relations
• Economics

Course Duration
You should be able to complete this course within 12 months.

Assessment and Exam Information
You are required to register directly with the ICB for exams. You are required to submit assignments to the ICB for marking and pass them successfully. The assignments are in the form of a Portfolio of Evidence (POE) and will be sent by the ICB to you after you have registered for your exams with the ICB. Exams are written in February, May, August and November. Please contact the ICB for further information on membership and exam registration. Please note that your enrolment with Damelin Correspondence College does not include membership or exam fees.

Award
When you have successfully passed your exams on each learning area, the ICB will award you with an Achievement Certificate indicating your result. On successful completion of all learning areas in this qualification, your details will be uploaded onto the FASSET SETA database and your National Higher Certificate: Office Administration will be issued to you by the ICB.
National Diploma Diploma: Office Administration  NQF L6 ID No: 35958

ICB Membership Designation: COMicb (SA)
Title with ICB Designation: Certified Office Manager

Programme Type
The National Diploma: Office Administration is a National Qualification, accredited by FASSET SETA, through the Institute of Certified Bookkeepers (ICB). The Institute of Certified Bookkeepers (ICB) is a quality assurance partner of FASSET SETA.

Entrance Requirement
The National Higher Certificate: Office Administration

Subjects / Learning areas
- Business and Office Administration 3
- Financial Accounting
- Management

Course Duration
You should be able to complete this course within 12 months.

Assessment and Exam Information
You are required to register directly with the ICB for exams. You are required to submit assignments to the ICB for marking and pass them successfully. The assignments are in the form of a Portfolio of Evidence (POE) and will be sent by the ICB to you after you have registered for your exams with the ICB. Exams are written in February, May, August and November. Please contact the ICB for further information on membership and exam registration. Please note that your enrolment with Damelin Correspondence College does not include membership or exam fees.

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ICB Contact Details
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Mowbray, 7700
Tel no: 021 6591300
E-mail: enquiries@icb.org.za
Web: www.icb.org.za
Take your next step now!
Follow through on your decision to enhance your life and your future prospects by enrolling for a Damelin Correspondence College Clerical Administration course today!

Why study with Damelin Correspondence College?
- Quality study material designed specifically for home study.
- The freedom to study at YOUR own pace, where and when it suits YOU.
- The widest range of courses for today's world.
- Free consultations with Damelin Correspondence College's career counselling and development specialists.
- Free study choice advice from Damelin Correspondence College's Student Consultants.
- The convenience of online enrolment, contact and advice.
- Affordable, easy payment options.
- Ongoing study support and attention from qualified tutors.

Umalius Accreditation
Damelin Correspondence College (Pty) Ltd has been awarded provisional accreditation by Umalius. Umalius is the Council for Quality Assurance in General and Further Education and Training in South Africa - see www.umalius.org.za.
Umalius Provisional Accreditation No: FET 00475 PA.

DHET Registration
Damelin Correspondence College (Pty) Ltd has been granted provisional registration by the Department of Higher Education and Training as a private FET College, until 31 December 2014.
Provisional Registration No. 2008/FE07/037 - see www.dhet.gov.za.
For further information please refer to our website: www.dcc.edu.za.
Damelin Correspondence College (Pty) Ltd is committed to meeting legislative requirements regarding accreditation and registration of private education and training providers in South Africa.

Wishing you every success in your studies and your future!

Ajanth Choudhree
Damelin Correspondence College General Manager
# Damelin Correspondence

**Register Today!**

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DCC is a Registered Credit Provider: NCRCP 3215.