Secretarial Studies

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.
Introduction

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

Damelin Correspondence College offers you new curriculated courses in Secretarial Studies. You may choose to complete your Professional Secretary Certificate or you could enhance your skills with a Diploma.

Standard PC or laptop requirements for all secretarial courses:

- Personal computer or a laptop with minimum 1GHz (x86) or 1.4GH (x64) processor (2GHz or faster recommended).
- 512 MB of RAM or more (2 GB recommended; 4 GB enables you to host all the virtual machines specified for all the practice exercises).
- 15 GB free hard disk space (40 GB recommended; 60 GB enables you to host all the virtual machines specified for all the practice exercises).
- CD-ROM drive or DVD-ROM drive.
- Super VGA (1,024 x 768) or higher resolution video adapter and monitor.
- Keyboard and Microsoft mouse or compatible pointing device.
Course Overview
If you are just starting out in the corporate world, this carefully designed course will give you the opportunity to apply for the position you have been wanting. It will teach you business skills and give you the confidence to succeed in the business world.

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

Entrance Requirements
Grade 10 (Std. 8) or equivalent, or relevant work experience and PC Literacy. You also need access to a PC - see Intro page for the minimum PC specifications.

Course Content Core Subjects
- Communication
- Business and Office Administration I
- Financial Control
- Computyping****
- Introduction to Personal Computers (Windows 7 or Win XP)**

Electives (select any one or more of the following):
- MS Word 2007**
- MS Excel 2007**
- MS Outlook 2007**
- MS PowerPoint 2007**
- Pastel v.11**

**** This is a practical exam on a computer using MS Word.
**PLEASE NOTE: Students are not required to write an examination on these subjects.
All MS Office components include software.

Course Duration
You should be able to complete this course within 18 months.

*Non-credit bearing/Not aligned to NQF
Assessment and Exam Information
The course includes some examinable and some non-examinable subjects. You are required to submit assignments for the non-examinable subjects to the College for marking and pass them successfully. For the examinable subjects, your assignments are optional, but you have to write and pass 3 formal exams, and complete and pass 1 practical exam. 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. In order to achieve your award, you have to pass all exams and compulsory assignments.

Award
On successful completion of this course, you will receive your Damelin Correspondence College Professional Secretary Certificate.
Course Overview
With the Damelin Correspondence College Professional Secretary Diploma, you will become highly efficient at using the relevant business communication tools, channels and etiquette to facilitate and organise your employer’s business needs. You will also develop the ability to work with people at all levels of the business effectively and professionally.

Programme Type
The Damelin Correspondence College Professional Secretary Diploma is a DCC Career Programme, that is approved by the DCC Academic Board.*

Entrance Requirements
Grade 12 (Std. 10) or equivalent, or relevant work experience (3 years), or Damelin Correspondence College Professional Secretary Certificate. You also need to be PC literate, and have access to a PC - see page Intro page for the minimum PC specifications.

Course Content
Core Subjects
• Business and Office Administration II
• Management I
• Human Resource Management I
• Financial Accounting I
• Secretarial Events Planning

Electives (select any one or more of the following):
• MS Word 2007**
• MS Excel 2007**
• MS Outlook 2007**
• MS PowerPoint 2007**
**PLEASE NOTE: Students are not required to write an examination on these subjects.
All MS Office components include software.

Course Duration
You should be able to complete this course within 24 months.

*Non-credit bearing/Not aligned to NQF
Assessment and Exam Information
The course includes some examinable and some non-examinable subjects. You are required to submit assignments for the non-examinable subjects to the College for marking and pass them successfully. For the examinable subjects, your assignments are optional, but you have to write and pass 5 formal exams. 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. In order to achieve your award, you have to pass all exams and compulsory assignments.

Award
On successful completion of this course, you will receive your Damelin Correspondence College Professional Secretary Diploma.
Course Overview
Learn how to run a small busy office – from reception work to preparing spreadsheets. As a Personal Assistant you are an essential form of support for your employer by taking care of the routine of your employer’s day. Learn about the very latest office technology applied in today’s business environment by updating your PC skills. This course will help you to start your career as a Personal Assistant. It focuses on the development of secretarial office techniques, advanced business correspondence and interpersonal skills.

Programme Type
The Damelin Correspondence College Personal Assistant Diploma is a DCC Career Programme, that is approved by the DCC Academic Board.*

Entrance Requirements
Grade 12 (Std. 10) or equivalent, or relevant work experience (3 years), or the Damelin Correspondence College Professional Secretary Certificate. You also need to be PC literate, and have access to a PC - see Intro page for the minimum PC specifications.

Course Content Core Subjects
• Business and Office Administration II
• Economics
• Organisational Behaviour
• Management I
• Computyping****
• Introduction to Personal Computers (Windows 7)** or WinXP

Choose any 1 of the following:
• Financial Accounting I
• Marketing Management I
• Human Resource Management I

Choose any one or more of the following:
• MS Word 2007**
• MS Excel 2007**
• MS Outlook 2007**
• MS PowerPoint 2007**
• Pastel v.11**

*Non-credit bearing/Not aligned to NQF
This is a practical exam on a computer using MS Word.

**PLEASE NOTE:** Students are not required to write an examination on these subjects. All MS Office components include software.

**Course Duration**
You should be able to complete this course within 24 months.

**Assessment and Exam Information**
The course includes some examinable and some non-examinable subjects. You are required to submit assignments for the non-examinable subjects to the College for marking and pass them successfully. For the examinable subjects, your assignments are optional, but you have to write and pass 5 formal exams, and complete and pass 1 practical exam. 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. In order to achieve your award, you have to pass all exams and compulsory assignments.

**Award**
On successful completion of this course, you will receive your Damelin Correspondence College Personal Assistant Diploma.
Course Overview
A career as a Finance and Accounting Secretary will see you playing an essential support role to any Senior Financial Manager. As you build on your skills and gain experience, you can work your way up to assisting those at an executive level, thereby increasing your earning potential.

Programme Type
The Damelin Correspondence College Finance and Accounting Secretary Certificate is a DCC Continuous Professional Development (CPD) Programme, that is approved by the DCC Academic Board.*

Entrance Requirements
Grade 10 (Std. 8) or equivalent, or relevant work experience. You also need to be PC literate, and have access to a PC - see Intro page for the minimum PC specifications.

Course Content
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 Administration: Office Practice
- Co-ordinate meetings, minor events and 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

*Non-credit bearing/Not aligned to NQF
Business Practice Operations
• Perform basic business 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.

Finance and Accounting
• Interpret basic financial statements
• Administer income and receipts
• Analyse and communicate workplace data
• Perform basic business calculations
• Finalise and interpret accounts

The MS Office software is not included in this course.

Course Duration
You should be able to complete this course within 12-18 months.

Assessment and Exam Information
Your assignments are optional, but you have to write and pass 4 formal exams. 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. In order to achieve your award, you have to pass all exams and compulsory assignments.

Award
On successful completion of this course, you will receive your Damelin Correspondence College Finance and Accounting Secretary Certificate.
Course Overview
As an Executive Secretary, you will play a key role in any organisation’s management team. Enjoy the benefits of a good remuneration package and be at the heart of a creative, modern corporate environment.

Programme Type
The Damelin Correspondence College Executive Secretary Certificate is a DCC Continuous Professional Development (CPD) Programme, that is approved by the DCC Academic Board.*

Entrance Requirements
Grade 10 (Std. 8) or equivalent, or relevant work experience. You also need to be PC literate, and have access to a PC - see Intro page for the minimum PC specifications.

Course Content
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 and
• Work with Word, Excel and PowerPoint

Business Administration: Office Practice
• Co-ordinate meetings, minor events and 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

*Non-credit bearing/Not aligned to NQF
Business Practice Operations
- Perform basic business 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

Executive Secretary
- Use a presentation package to produce business documents
- Present information in report format
- Plan, organise and control the day-to-day administration of an office support function
- Access information in order to respond to client inquiries in a financial services environment
- Use a spreadsheet package to produce and manage business documents
- Manage electronic mail in a business environment
- Prepare and process documents for financial and banking processes

The MS Office software is not included in this course.

Course Duration
You should be able to complete this course within 12-18 months.

Assessment and Exam Information
Your assignments are optional, but you have to write and pass 4 formal exams. 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. In order to achieve your award, you have to pass all exams and compulsory assignments.

Award
On successful completion of this course, you will receive your Damelin Correspondence College Executive Secretary Certificate.
Course Overview
As a Legal Secretary, you would be assisting Lawyers and Legal Executives with their day-to-day tasks, as well as liaising with other organisations. You might also be given the opportunity to attend court proceedings or visit police cells. If you have a passion for the legal system, then this is just the course to help you realise your ambition.

Programme Type
The Damelin Correspondence College Legal Secretary Certificate is a DCC Continuous Professional Development (CPD) Programme, that is approved by the DCC Academic Board.*

Entrance Requirements
Grade 10 (Std. 8) or equivalent, or relevant work experience. You also need to be PC literate, and have access to a PC - see Intro page for the minimum PC specifications.

Course Content
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 and
• Work with Word, Excel and PowerPoint

Business Administration: Office Practice
• Co-ordinate meetings, minor events and 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

*Non-credit bearing/Not aligned to NQF
Business Practice Operations
• Perform basic business 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

Legal Secretary
• Apply accounting skills in an attorney's books of account
• Draft legal agreements
• Apply contract documentation

The MS Office software is not included in this course.

Course Duration
You should be able to complete this course within 12-18 months.

Assessment and Exam Information
Your assignments are optional, but you have to write and pass 4 formal exams. 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. In order to achieve your award, you have to pass all exams and compulsory assignments.

Award
On successful completion of this course, you will receive your Damelin Correspondence College Legal Secretary Certificate.
Course Overview
Do you have a natural flair for organising events? Do you want to get involved in the exciting world of tourism? This course is exactly what you need to get a foot in the door.

Programme Type
The Damelin Correspondence College Travel Secretary Certificate is a DCC Continuous Professional Development (CPD) Programme, that is approved by the DCC Academic Board.*

Entrance Requirements
Grade 10 (Std. 8) or equivalent, or relevant work experience. You also need to be PC literate, and have access to a PC - see Intro page for the minimum PC specifications.

Course Content
**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 Administration: Office Practice**
- Co-ordinate meetings, minor events and 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

*Non-credit bearing/Not aligned to NQF
Business Practice Operations
- Perform basic business 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

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
- Understand the tourism industry

The MS Office software is not included in this course.

Course Duration
You should be able to complete this course within 12-18 months.

Assessment and Exam Information
Your assignments are optional, but you have to write and pass 4 formal exams. 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. In order to achieve your award, you have to pass all exams and compulsory assignments.

Award
On successful completion of this course, you will receive your Damelin Correspondence College Travel Secretary Certificate.
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 Secretarial 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.

Umalusi Accreditation
Damelin Correspondence College (Pty) Ltd has been awarded provisional accreditation by Umalusi. Umalusi is the Council for Quality Assurance in General and Further Education and Training in South Africa - see www.umalusi.org.za.
Employers are legally permitted to claim from the Skills Levy Fund for investing in their employees' education, and are required to quote the following 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!

Willem Louw
Damelin Correspondence College General Manager
Register Today!

**The Career Development College**

Correspondence

The Career Development College

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Umalusi Prov. Accr. No. FET 00475 PA

DCC is a Registered Credit Provider: NCRCP 2325

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