Secretarial Studies

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.

Damen 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.

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
In this Professional Secretary course you will gain a basic knowledge of the secretarial skills including administrative, financial, project management, communication & organisational skills in order to provide support to management, giving 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 (2 years) and PC Literacy. You also need access to a PC - page 3 for the minimum PC specifications.

Course Content Core Subjects
- Communication
- Business and Office Administration I
- Financial Control
- Computyping****
- Introduction to Personal Computers using Windows 7

Electives (select any one or more of the following):
- MS Word 2010**
- MS Excel 2010**
- MS Outlook 2010**
- MS PowerPoint 2010**
- 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
The Professional Secretary Diploma course builds on your basic secretarial skills focusing on business communication tools, channels and etiquette required in ensuring that daily business functions run efficiently and effectively.

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

Entrance Requirements
Damelin Correspondence College Professional Secretary Certificate or equivalent. You also need to be PC literate, and have access to a PC - see page 3 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 2010**
• MS Excel 2010**
• MS Outlook 2010**
• MS PowerPoint 2010**
**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
The Personal assistant course focuses on the application of secretarial office techniques, development of advanced business correspondence and interpersonal skills ensuring that daily business targets or personal tasks assigned are met.

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 - refer to page 3 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)**

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 2010**
• MS Excel 2010**
• MS Outlook 2010**
• MS PowerPoint 2010**
• 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

*NON-CREDIT BEARING/NOT ALIGNED TO NQF
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.
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.
Umalusi 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
Register Today!

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