

BUSINESS SCHOOL

PROGRAMME TITLE	SAQA ID	NQF	CREDITS
DIPLOMA: OFFICE ADMINISTRATION	35958	LEVEL 6	360

DESCRIPTION

You will gain knowledge of management techniques, financial accounting and reporting skills and office administration techniques. When you pass this course, you will achieve the designation of Office Manager from the Institute of Certified Bookkeepers (ICB).

CAREER FIELDS/FURTHER STUDIES

Successful students could pursue a career as an:

- Office Administrator
- Administration Manager
- Office Manager
- Public Relations Officer

Please enquire at your nearest Damelin Correspondence College branch for the prospectus containing information with regard to further studies.

PROGRAMME OUTLINE

Business and Office Administration 3

- Business organisations
- The human resource function
- Basic financial concepts for business
- How to manage yourself in the workplace

Financial Statements

- Recording business financial transactions
- Finalise and interpret accounts
- Financial statements
- Partnerships
- Statement of cash flows
- Sundry topics in financial accounting

Management

- A brief history of early management activities
- Management functions: operational planning, organising and delegating
- Management functions: Managing change – innovation, culture, diversity and technology
- Main management functions: leading
- Main management functions: motivating, communicating and controlling
- The place and role of the middle manager in the organisation
- Ethics, corporate social responsibility and corporate governance

TYPE OF PROGRAMME

The Diploma: Office Administration, NQF Level 6, ID 35958, is a Qualification, accredited by FASSET SETA, through the ICB. The ICB is a quality assurance partner of FASSET SETA.

DURATION

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

ADMISSION REQUIREMENTS

The Higher Certificate: Office Administration, NQF Level 5, ID 23619.

CREDIT ACCUMULATION TRANSFER (CAT)

CAT is approved by the South African Qualifications Authority (SAQA) to award credits for a qualification or part qualification. Students who would like to apply for CAT need to complete the EXEMPTION FORM. An administration fee will apply on application.

LEARNING MATERIAL AND TEXTBOOKS

Quality learning materials designed specifically for distance study are provided to you via the college's Online Student Portal. Please access through www.dcc.edu.za.

PRICING

Enquire at your nearest Damelin Correspondence College branch for a current programme pricelist.

ADDITIONAL COSTS

Registration/course fees do not include (where applicable) membership costs with professional bodies and/or exam costs (internal and/or external).

BUSINESS SCHOOL

PROGRAMME TITLE	SAQA ID	NQF	CREDITS
DIPLOMA: OFFICE ADMINISTRATION	35958	LEVEL 6	360

ASSESSMENT

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, July, September and November. Please contact the ICB for further information on membership and exam registration.

Please note that your enrolment with DCC does not include ICB membership or exam fees.

Subject/Module Title	Formative Assessment		Summative Assessment
	PoE	Assignment	External Exam
Business and Office Administration 3	1	N/A	1
Financial Accounting	1	N/A	1
Management	1	N/A	1

CERTIFICATION

Upon successful completion of the programme, 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 Diploma: Office Administration, NQF Level 6, ID 35958, will be issued to you by the ICB.

COLLEGE REGISTRATION

Damelin Correspondence College (Pty) Ltd. is provisionally registered as a private college with the Department of Higher Education and Training under the Continuing Education and Training Act, No. 16 of 2006. Registration Certificate Number: 2008/FE07/037.

COURSE ACCREDITATION

The Diploma: Office Administration, NQF Level 6, ID 35958, is a Qualification, accredited by FASSET SETA, through the ICB. The ICB is a quality assurance partner of FASSET SETA.

Disclaimer

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Damelin Correspondence College's control (such as environmental, regulatory, or technical changes) may cause the contents of this fact sheet or of the programme to change. In the event of any such change, Damelin Correspondence College will attempt to formally notify current students. All possible measures will be taken to minimise inconvenience to students. All course requirements, including hardware and software requirements, should be acknowledged and adhered to, as per the course brochure. DCC reserves the right to change kit items without prior notification.

BUSINESS SCHOOL

PROGRAMME TITLE	SAQA ID	NQF	CREDITS
DIPLOMA: OFFICE ADMINISTRATION	35958	LEVEL 6	360

STUDENT ACKNOWLEDGEMENT

Name of student: I....., hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above and below pertaining to this course. I understand that the programme I am enrolling for is a/an:

- National Qualification
- Agent Programme
- DCC Programme

Student's Initials:

The value and status of the course type is explained in the course brochure, which I have read.

Name of student: Signature:

Name of legal guardian: Signature:
(if applicable)

Name of student consultant: Signature:

Date:

* Please note the original signed copy should be kept on the student's record file.