DESCRIPTION
During this course, you will learn about Business Administration, Office Practice, English for Business, and Computing.

CAREER FIELDS/FURTHER STUDIES
Successful students will gain basic knowledge and skills in general administration. Please enquire at your nearest Damelin Correspondence College branch for the prospectus containing information with regard to further studies.

PROGRAMME OUTLINE

CORE SUBJECTS:

Business Administration
- Cash control
- The safe-keeping of money: banking
- The recording of money received and paid out
- Credit control
- The control of purchases
- Forms of business ownership
- Difference between a partnership and a company
- Capital formation
- The nature of trade
- The trader
- Purchase, receipt and control of stock
- Storage and re-ordering of stock
- Sales and despatches
- Contract of purchase and sale
- Organisations affecting trade and industry
- Insurable risks in commerce and industry
- Staff planning and organisation
- Wage systems and records
- Laws concerning staff

Office Practice
- Recording information
- Information handling and communication
- Reports and records management
- Reproduction of information, and office machines
- Salaries and wages, and relevant legislation
- Banking

Communication
- Theoretical Aspects of Communication
- Written Communication

CHOOSE ONE OF THE FOLLOWING ELECTIVE SUBJECTS:

Introduction to Personal Computers
- Introduction to computers
- The Internet and World Wide Web
- Application software
- The components of the system unit
- Input, output, storage
- Operating systems and utility programs

OR

MS Word 2010
- Getting Started with Word 2010
- Editing Text in a Word Document
- Modifying the Appearance of Text in a Word Document
- Inserting Special Characters and Graphical Objects
- Organising Data in Tables
- Proofing a Word Document
- Controlling the Appearance of Pages in a Word Document
- Printing Word Documents

OR

MS EXCEL 2010
- Getting Started with Excel
- Performing Calculations in an Excel Worksheet
- Modifying a Worksheet
- Modifying the Appearance of a Worksheet
- Managing an Excel Workbook
- Printing Excel Workbooks

OR

MS OUTLOOK 2010
- Getting Started with Outlook
- Composing Messages
- Organising Messages
- Managing Contacts
- Scheduling Appointments
- Managing Meetings in Outlook
- Managing Tasks and Notes

TYPE OF PROGRAMME
The DCC General Administration Certificate is a DCC Career Programme, which is not an accredited NQF qualification. This programme has been approved by the Damelin Correspondence College Academic Board.

DURATION
You should be able to complete this course within 18 months.
ADMISSION REQUIREMENTS
Grade 10 (Std. 8) or equivalent, or 3 years relevant work experience, computer literacy and access to a PC.

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). Registration with the body or application to the exam centre inclusive of payment of any fees incurred therein is your sole responsibility.

ASSESSMENT
This course includes some examinable and 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 three formal exams. Please note that exams are written in June and October/November 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.

Please note: the examination fee is not included in your tuition fee.

All students are encouraged to work on all the assignments that are in the study guide. However, students are required to submit compulsory assignments that are provided in the Study Programme. Only these compulsory assignments will be marked and accounted for to be included in the final mark.

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<th>Formative Assessment</th>
<th>Summative Assessment</th>
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<td>Office Practice</td>
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<td>MS Excel 2010 or</td>
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<td>MS Outlook 2010</td>
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CERTIFICATION
Upon successful completion of this course, you will receive your DCC General Administration Certificate.

SOFTWARE
Please note that software for this course is not included in your course pack.

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.

Disclaimer(DCC)
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 and/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.
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.