

# General Business Courses



  
**Damelin**  
correspondence

The Career Development College

**Enrol • Qualify • Achieve**

With one of the most employer-recognised colleges

# Programme Types offered at Damelin Correspondence College

## 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

For more than 40 years, we at Damelin Correspondence College have been closely involved with commerce and industry. We are in constant communication with both large companies and small businesses. We have found that despite the difference in the size and activities of their organisations, employers throughout South Africa have two things in common:

- They are experiencing – in all areas of management – an ever-increasing scarcity of people who are equipped with the required skills; and
- They select, employ and promote people who show initiative and determination.

Damelin Correspondence College Business School courses are produced by subject-matter experts, in close collaboration with College staff.



## Course Overview

The modern Business environment demands much more than mere theoretical knowledge. Employers want employees who have skills, competencies, and the ability to meet performance targets from day one. The IBS courses have been developed to meet stringent business requirements and will help you rise to that challenge. The accessible curricula and assessments also meet the standards of the National Qualifications Framework (NQF), setting you on a rewarding path of life-long learning.

## Programme Type

The Professional Qualification: Business Administration and the Professional Qualification: Management and Administration are National Qualifications, accredited by FASSET SETA, through the IBS. The IBS is a quality assurance partner of FASSET SETA.

## Entrance Requirements

For the Professional Qualification: Business Administration, you should be competent in Communication and Mathematical Literacy at Grade 10 (Std.8) or equivalent, and for the Professional Qualification: Management and Administration, you should be competent in Communication and Mathematical Literacy at Grade 11 (Std.9) or equivalent. The IBS will verify equivalency and entrance onto their programmes.

## Assessment and Exam Information

You are required to register directly with the IBS for exams. Students can write exams only once they have registered with the IBS as a member. You are also required to submit assignments to the College for marking and pass them successfully. Exams are written in May and October. Please contact the Institute for further information on membership and exam registration. Please note that membership and exam registration fees will apply and your enrolment with Damelin Correspondence College does not include registration with the IBS.

Assignments can be posted or sent electronically to:  
Assignments@dcc.edu.za or  
PO Box 31001, Braamfontein, 2017



## Award

On successful completion of these courses, you will receive your Professional Qualification: Business Administration or Professional Qualification: Management and Administration from IBS.

For any general or student queries, please contact the following helpdesk:

IBSHelpdesk@ICG.EDU.ZA

Institute Contact Details:

Address: P.O Box 3146,  
Houghton, 2041

Tel. No.: 011 551 4000

Fax No.: 086 698 5095

E-Mail: [icsa@icsa.co.za](mailto:icsa@icsa.co.za)

Website: [www.icsa.co.za](http://www.icsa.co.za)

### Professional Qualification: Business Administration NQF 3 (SAQA ID NO.: 60650)

#### Course Content

- Introduction to Business English
- Introduction to Mathematics for Business
- Introduction to Accounting
- Introduction to Governance
- Introduction to Office Administration and Information

### Professional Qualification: Management and Administration NQF 4 (SAQA ID NO.: 60652)

#### Course Content

- Fundamentals of Business English
- Fundamentals of Mathematics for Business
- Fundamentals of Governance
- Fundamentals of Accounting
- Fundamentals of Office Administration and Information

# Damelin Correspondence College Business Administration Certificate

## Course Overview

Business Administration is essential in each organisation. This course will promote an understanding of planning, organisation and control in order to achieve a coordinated effort among all the elements in the organisation. If you are interested in being involved in the daily running and implementation of office tasks and enhancing operational performance, this course is for you.

## Programme Type

The Damelin Correspondence College Business Administration Certificate is a DCC Career Programme that is approved by the DCC Academic Board.\*

## Entrance Requirement

Grade 11 (Std. 9) or equivalent.

## Contents Fundamentals

- Business Communication
- Career Readiness

## Core

- Basic Accounting and Financial Management
- Office Practice
- Computyping

## Electives

- Business and Office Administration
- Payroll Administration
- Human Resources Administration

## Course Duration

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

## Assessment and Exam Information

All assignments are optional, but you will need to write and pass 6 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.

## Award

On successful completion of this course, you will receive your Damelin Correspondence College Business Administration Certificate.

\*NON-CREDIT BEARING/NOT ALIGNED TO NQF

# Damelin Correspondence College Management Certificate

## Course Overview

The demand for skilled managers is currently greater than the supply. Effective managers are more highly sought-after than ever. Having the right approach and managing creatively and proactively will give every manager a leading edge in the exciting world of business. The Damelin Correspondence College Management Certificate will ease your way into understanding management principles and practices. It will expose you to the science of dealing with people and knowing what's important in managing people and processes effectively.

## Programme Type

The Damelin Correspondence College Management Certificate 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).

## Course Duration

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

## Course Content

- Communication
- Management I
- Economics
- Principles of Business Law
- Financial Accounting I OR Accounting and Finance
- Administrative Practice I

## Assessment and Exam Information

All assignments are optional, but you will need to write and pass six 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.

## Award

On successful completion of this course, you will receive your Damelin Correspondence College Management Certificate.

\*NON-CREDIT BEARING/NOT ALIGNED TO NQF

# Damelin Correspondence College Management Diploma

## Course Overview

Your studies, combined with your experience in the business world, have prepared you for the next step. If you are ready for the next step in your career, then the Damelin Correspondence College Management Diploma is designed for you.

## Programme Type

The Damelin Correspondence College Management Diploma is a DCC Career Programme that is approved by the DCC Academic Board.\*

## Entrance Requirement

Damelin Correspondence College Management Certificate or equivalent.

## Course Duration

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

## Course Content

- Concepts of Management Computing
- Management II
- Employment Law
- Administrative Practice II
- Management III
- Administrative Management
- Corporate Law
- Organisational Behaviour

## Assessment and Exam Information

All assignments are optional, but you will need to write and pass eight 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.

## Award

On successful completion of this course, you will receive your Damelin Correspondence College Management Diploma.

\*NON-CREDIT BEARING/NOT ALIGNED TO NQF

# Damelin Correspondence College Management Short Course Certificate

## Course Overview

This course, which focuses on supervisory basics, is designed to give you an understanding of key terms, rules, concepts and principles of management.

## Programme Type

The Damelin Correspondence College Management short course certificate is a DCC Continuous Professional Development (CPD) Programme that is approved by the DCC Academic Board.\*

## Entrance Requirement

Grade 10 (Std. 8) or equivalent, or relevant work experience.

## Course Duration

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

## Course Content

- Supervisory Basics
- Supervising a Department

## Assessment and Exam Information

All assignments are optional, but you will need to write and pass two 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.

## Award

On successful completion of this course, you will receive your Damelin Correspondence College Management Short Course Certificate.

\*NON-CREDIT BEARING/NOT ALIGNED TO NQF

# Damelin Correspondence College Strategic Management Short Course Certificate

## Course Overview

It is an incremental part of the management process to employ strategy formulation, strategy implementation and strategy evaluation in order to achieve organisational objectives. This short course will not only teach you the science and art of strategic management, but assists in enabling you to evaluate cross functional decisions by integrating management, marketing, finances, operations, research and development and computer information systems, as a means to achieving organisational success.

## Programme Type

The Damelin Correspondence College Strategic Management Short Course Certificate is part of the DCC Continuous Professional Development (CPD) Programme, that is approved by the DCC Academic Board.\*

## Entrance Requirements

Grade 12 (Std. 10) and an official transcript demonstrating proof of successful work experience in middle management (2 years).

## Course Duration

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

## Course Content

The overall aim of this course is to:

- Help you develop a knowledge and understanding of the tasks and processes of strategic management.
- Develop a strategic management plan for your organisation and its functions.

The main focus areas on this course are:

- An introduction to management and its context
- Managing in a changing environment
- Formulating a strategic plan for an organisation and its functions
- Formulating action plans for the functions and the business value chain

\*NON-CREDIT BEARING/NOT ALIGNED TO NQF

# Damelin Correspondence College Strategic Management Short Course Certificate

- Managing relationships with strategic partners to improve performance
- Implementing the strategic plan into the main functions
- Appraise, develop and retain human capital for the functions
- Manage change in the organisation and its functions
- Evaluate the strategy in the organisation and its functions

## Assessment and Exam Information

All assignments are optional, but you have to write and pass one formal 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.

## Award

On successful completion of this course, you will receive your Damelin Correspondence College Strategic Management Short Course Certificate.

# Damelin Correspondence College

## Local Government Management Certificate

### Course Overview

Pursue a career in Local Government with this programme from Damelin Correspondence College. The field of study places a particular emphasis on the distinctiveness of local government as part of the public sector in development and service delivery.

### Programme Type

The Damelin Correspondence College Local Government Management Certificate 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 (2 years).

### Course Content

- Communication
- Local Government Management I
- Local Government Office Management
- Human Resources Management I
- Local Government Finance I
- Principles of Business Law

### Course Duration

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

### Assessment and Exam Information

All assignments are optional, but you need to write and pass six 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.

### Award

On successful completion of this course, you will receive your Damelin Correspondence College Local Government Management Certificate.

\*NON-CREDIT BEARING/NOT ALIGNED TO NQF

# Damelin Correspondence College

## Local Government Management Diploma

### Course Overview

This programme focuses on the topics of management ethics and professionalism, unethical conduct, the related topics of equity and human rights, as well as marketing and public relations in the local government management environment.

### Programme Type

The Damelin Correspondence College Local Government Management Diploma is a DCC Career Programme that is approved by the DCC Academic Board.\*

### Entrance Requirements

Damelin Correspondence College Local Government Management Certificate or equivalent.

### Course Content

- Concepts of Management Computing
- Local Government Management II
- Local Government Finance II
- Local Government Law I
- Local Government Management III
- Local Government Finance III OR Human Resources Management II OR Economics
- Local Government Law II
- Human Resources Management III OR Administrative Management

### Course Duration

You should be able to complete this programme within 24 months.

### Assessment and Exam Information

All assignments are optional, but you need to write and pass eight 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.

### Award

On successful completion of this course, you will receive your Damelin Correspondence College Local Government Management Diploma.

\*NON-CREDIT BEARING/NOT ALIGNED TO NQF

# Damelin Correspondence College

## Business Management Specialisation Courses

### Course Overview

Damelin Correspondence College offers Certificate and Diploma studies in the following key areas:

- Human Resources Management
- Marketing Management
- IT Management

Damelin Correspondence College not only aims to promote the general business management world, but also afford learners the opportunity to build from the Certificate level to attain specialisation in a particular key area.

### Programme Type

The Damelin Correspondence College Certificate: Business Management and the Damelin Correspondence College Diploma: Business Management are Damelin Correspondence College Career Programmes, that are not accredited NQF qualifications. These programmes have been approved by the Damelin Correspondence College Academic Board.\*

### Entrance Requirements

Grade 12 (Std.10 or equivalent) for the Damelin Correspondence College Certificate level, and the Damelin Correspondence College Certificate for the Damelin Correspondence College Diploma level.

\*NON-CREDIT BEARING/NOT ALIGNED TO NQF

### Damelin Correspondence College Certificate: Business Management (Human Resource Management)

#### Subjects:

Management Principles  
Business Communication  
Business Accounting  
Entrepreneurship  
Human Resources Management Principles

#### Select one of the following Elective Subjects:

Information Technology Principles  
Marketing Management Principles

### Damelin Correspondence College Certificate: Business Management (Marketing Management)

#### Subjects:

Management Principles  
Business Communication  
Business Accounting  
Entrepreneurship  
Marketing Management Principles

#### Select one of the following Elective Subjects:

Information Technology Principles  
Human Resources Management Principles



# Damelin Correspondence College

## Business Management

### Specialisation Courses (Continued)

#### Damelin Correspondence College Certificate: Business Management (Information Technology)

##### **Subjects:**

Management Principles  
Business Communication  
Business Accounting  
Entrepreneurship  
Information Technology Principles

##### **Select one of the following Elective Subjects:**

Human Resources Management Principles  
Marketing Management Principles

#### Damelin Correspondence College Diploma: Business Management (Human Resource Management)

##### **Subjects:**

Management Practice (including Project Management)  
Micro Economics A  
Macro Economics B  
Business Law Principles  
Human Resource Management Practice

##### **Select one of the following Elective Subjects:**

Cost & Management Accounting  
Quantitative Techniques  
Organisational Behaviour  
Marketing Management Practice  
Information Technology Practice

#### Damelin Correspondence College Diploma: Business Management (Marketing Management)

##### **Subjects:**

Management Practice (including Project Management)  
Micro Economics A  
Macro Economics B  
Business Law Principles  
Marketing Management Practice

##### **Select one of the following Elective Subjects:**

Cost & Management Accounting  
Quantitative Techniques  
Organisational Behaviour  
Human Resources Management Practice  
Information Technology Practice

#### Damelin Correspondence College Diploma: Business Management (Information Technology)

##### **Subjects:**

Management Practice (including Project Management)  
Micro Economics A  
Macro Economics B  
Business Law Principles  
Information Technology Practice

##### **Select one of the following Elective Subjects:**

Cost & Management Accounting  
Quantitative Techniques  
Organisational Behaviour  
Marketing Management Practice  
Human Resources Management Practice

# Damelin Correspondence College Business Management Specialisation Courses (Continued)

## Assessment and Exam Information

All assignments are optional, but you have to write a formal exam per subject. Please note that exams are written in June and October of each year. You must complete an examination entry form and submit it, together with your prescribed examination fee before the closing date for the next examination. Please note that your exam fees are not included in your tuition fees.

## Award

On successful completion of this course, you will receive your relevant Damelin Correspondence College Certificate in Business Management or Damelin Correspondence College Diploma in Business Management.



## From the General Manager



### 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 Business 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](http://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](http://www.dhet.gov.za).

For further information please refer to our website: [www.dcc.edu.za](http://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

The Career Development College

## Register Today!

### GAUTENG

#### JOHANNESBURG (Head Office)

2 Melle Street  
Braamfontein  
PO Box 31001, Braamfontein, 2017

+27 11 712 2556

#### PRETORIA

Shop 5, 273 Thabo Sehume  
(Andries) Street  
Pretoria 0002  
PO Box 1332, Pretoria, 0001

+27 12 352 9111

#### MENLYN

Block C  
Menlyn Woods  
Sprite Avenue, Faerie Glen

+27 12 471 3300

#### BENONI

61 Princes Avenue  
Benoni

+27 11 420 2000

### MPUMALANGA

#### NELSPRUIT

25 Brown Street  
1200

+27 13 752 2400

#### ERMELO

Shop no 40, Ermelo Mall  
50A de Jager Street, Ermelo

+27 17 811 2100

#### WITBANK

34 Highland Shopping Centre  
Albertyn Street, Klipfontein

+27 13 692 5401

### FREE STATE

#### PHUTHADITJHABA

Shop 16, Mandela Park  
Shopping Centre, 1029 Mota Road  
Witsieshoek, Qwa-Qwa

+27 58 713 1343

#### WELKOM

16 Stateway Road  
Welkom

+27 57 352 8575

#### BLOEMFONTEIN

88 Maitland Street

+27 51 430 8030

### EASTERN CAPE

#### EAST LONDON

91 Western Avenue  
Vincent, East London

+27 43 726 4291

#### PORT ELIZABETH

Unit 7 (Ground Floor), Kwantu  
Towers, Vuyisile Market Square  
Govan Mbeki Avenue

+27 41 585 0922

### WESTERN CAPE

#### CAPE TOWN

64 St George's Mall, Cape Town  
8001

+27 21 424 1649

### LIMPOPO

#### POLOKWANE

Shop 4, Spar Centre, Cnr of Biccard  
and Thabo Mbeki Streets

+27 15 291 4323

### KWA-ZULU NATAL

#### DURBAN

325 Anton Lembede (Smith) Street  
Durban, 4001

PO Box 2553, Durban, 4000

+27 31 374 9750

#### PHOENIX "OPENING SOON"

#### ESTCOURT

1st Floor, Shop 5  
Enterprise Building  
74 Harding Street

+27 36 352 5748

#### PIETERMARITZBURG

257 Church Street, Compen  
Building

+27 33 345 1664

#### VRYHEID

188 Kerk Street, Koopmans Building  
Vryheid, 3100

+27 34 980 9920

### NAMIBIA

#### NAMIBIA

Shop 17, M Floor  
BPI House, 269 Independence Ave  
Windhoek

+264 61 308 834

Damelin Correspondence College (Pty) Ltd. Provisionally registered as a private FET college with the Department of Higher Education and Training until 31 Dec 2014. Prov. Reg. No. 2008/FE07/037  
Provisionally accredited by Umalusi, the Council for Quality Assurance in General and Further Education and Training, www.umalusi.org.za  
Umalusi Prov. Accr. No. FET 00475 PA  
DCC is a Registered Credit Provider: NCRCP 2325

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