

School of Business, Management and Corporate Training

Programme Title
National Certificate in Business Administration (IBS)

Type of Programme

- Full-time
- Agent Programme* / Institute of Business Studies (IBS)
- Accredited by Fasset Seta

*In the case of an agent programme, Damelin registers the students, provides tuition and conducts formative assessments. The agent body usually sets and/or verifies the final examinations, and certifies the student. Agent programmes provide local and/or international mobility to students.



About the IBS

The Institute of Business Studies (IBS) offers entry level qualifications in business administration, law and accounting. The NQF level 3 and 4 qualifications are the foundation for a career in governance. The higher of the IBS qualifications feeds directly into the CIS Programme. While designed for Southern Africa, the IBS qualifications have been developed in line with international standards.

About the Programme

The programme is designed for young people who require a foundational knowledge of business administration, law and accounting that will enable them to enter a range of careers in the private and public sectors of the economy, and gain access to tertiary qualifications that will further these careers.

The Business Administration National Certificate equips graduates for an administration function in all organisations and opens access to the National Certificate in Management and Administration.

The programme is designed to meet the needs of those learners who are already involved, or wish to become involved, in the field of Administration. Administration is an essential field of learning as the competencies required by people doing administrative tasks are generic in nature and apply to all businesses in all sectors, and to many non-business organizations such as sports and cultural clubs.

Administrative tasks and administration are done at various levels depending upon the nature and size of the organization and its management structure. People involved in administration are known by such terms as secretaries, administrative assistants, administrators and clerks depending on the organization in which they are employed. There is therefore an ongoing need for highly skilled administration personnel and a need for a well developed learning pathway to cater for administrative personnel at the various levels at which they operate.

Career Fields

Learners could pursue a career as a:

- Secretary/Executive Assistant
- Frontline Receptionist
- Switchboard Operator
- Office Administrator
- Office Manager
- Office Clerk
- HR assistant/clerk
- Financial Administrator
- Payroll clerk
- Public Administration officer
- Data capturer
- Banking administrator

Admission Requirements

Learners entering this qualification are assumed to be competent in:

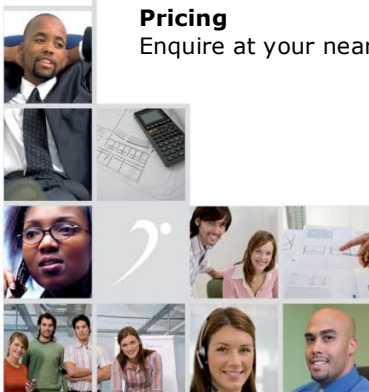
- Communication at NQF level 2/Grade 10
- Mathematical Literacy at NQF level 2/Grade 10

Duration

The programme duration is **1 year full-time** based on the NQF notional hours and tuition is face to face. Damelin tuition is scheduled per campus.

Pricing

Enquire at your nearest Damelin Campus for a current programme pricelist.




Damelin
www.damelinwestrand.co.za

17 Clew St Monument Tel (011) 955-5326
Damelin is provisionally registered by the Dept of Education
and provisionally accredited by Umalusi FET00453PA

Learner Course Material

- All course material and textbooks are included
- Learners will also receive a USB memory stick to assist them when researching and documenting their practical activities

Additional Costs

Learners must make provision for IBS registration and examination fees which must be paid directly to the IBS.

2011 Fees: Registration Fee R440, Examination Fee per module R390

Certification

Upon successful completion, learners will receive an IBS results letter outlining the unit standards covered and will apply to Fasset Seta on the learner's behalf for the National Certificate: Business Administration: SAQA ID 60650 (NQF Level 3) to be awarded.

Further Studies

Successful learners can continue with the National Certificate in Management and Administration (SAQA ID 60652 NQF Level 4) and will then have access to other professional institute and CIS qualifications.

PROGRAMME OUTLINE

Introduction to Business English

- Reading and viewing strategies for comprehension and appreciation
- Finding relevant information and detail in texts
- Planning skills for writing for a specific purpose, audience and context
- Using writing strategies and techniques for first drafts
- Analysing own work, evaluating and revising, and presenting a final draft
- Identifying and explaining the meanings of words and using them correctly in a range of texts
- Using structurally sound sentences in a meaningful and functional manner in texts

Introduction to Business Mathematics

- Ratio, proportion, rate and percentages
- Exponents and roots
- Relating calculated answers correctly and appropriately to the problem situation
- Using numerical data and formulae in a variety of situations to establish relationships between variables
- Applying mathematical knowledge and skills to plan personal finances
- Statistical investigation of situations, summarizing and displaying data
- Using probability concepts
- Effectively communicating conclusions and predictions that can be made from the analysis and representation of data

Introduction to Governance

- The forms of business ownership
- Organisational human resource policies and procedures in terms of current legislation
- The impact of the business environment on business operations
- The concept of corporate governance
- Strategies to reduce financial losses due to white-collar crimes
- Understanding business ethics
- The concept of social responsibility and its implications for both business and communities

Introduction to Accounting

- Accounting concepts up to financial statements
- The distinction between accounting and bookkeeping
- Recording financial transactions within the accounting cycle
- Analysing the effect of transactions on the accounting equation
- Generally Accepted Accounting Practice (GAAP)
- Basic VAT concepts
- Calculating and recording depreciation
- Preparing final accounts and financial statements
- The distinction between financial and managerial accounting



- Basic cost and budget concepts
- Costing principles and cost behaviours in a manufacturing environment
- Preparing and presenting a cash budget for a sole trader (and also in a manufacturing environment)
- Salary and wages scales and different contributions
- Recording transactions in the subsidiary journals and posting to the ledgers
- Range: perpetual, periodic inventory system
- Recording the acquisition and disposal of tangible assets
- The code of ethics as it applies to all parties in the financial environment
- Internal control and audit processes

Introduction to Office Administration

- Filing a variety of documents in existing systems
- Creating evidence and maintaining confidentiality
- Monitoring, controlling and maintaining office supplies
- Managing petty cash
- Managing a diary
- Duties performed in a reception area
- Telephone etiquette

Workplace Learning

Learners will be required to complete a portfolio, showcasing all practical components of the programme.

Assessment

Formative and summative assessments will assess all specific outcomes and adhere to all assessment criteria of the learning programme. A final summative assessment will be conducted to determine whether the exit level outcomes have been achieved.

Additional Modules (Damelin West Rand only)

Typing

- Demonstrate knowledge of the keyboard
- Type accurately
- Type 25 words per minute

Computing Skills

- Windows
- Introduction to Word
- Introduction to Excel
- Introduction to Access
- Introduction to PowerPoint
- E-mail
- Internet

Disclaimer

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Damelin'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 will formally notify current learners. All possible measures will be taken to minimise inconvenience to learners.

