



**Durban Computer College (Pty) Ltd trading as  
DCC CAMPUS**

"Registered by the Department of Education for the Qualifications shown on certificate No: 00HC01"  
(REGISTRATION NO.: 2008/FE071002 as per Certificate No. 293-P AND 2000/HE07/004 as per Certificate No. 044)  
GRADE 12 REGISTRATION NO.: 35421283 / EXAM CENTRE NUMBER: 5411251

PROVISIONALLY ACCREDITED BY UMALUSI FET 00079PA

SAQA NQF REGISTERED PROGRAMMES

ACCREDITED TRAINING PROVIDER FOR THE INSTITUTE OF CERTIFIED BOOKKEEPERS

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**18 JUNE 2015**

As per the recommendation/comments we have implemented the following changes

Qualification reference **Higher Certificate in Computers and Administration (H/PR058/K004CAN)**

**The following fields appear in section 1 and section 2**

Field	Section 1	Section 2
Proposed HEQSF Category	B	Only section 1
Qualification title	Certificate in Computers and Administration	Higher Certificate in Business Administration
Qualification title abbreviation	CCA	HCert(BA)
Mode of delivery	Contact	Contact
NQF Exit Level	Level 5	Level 5
Total credits	120	120
Minimum duration full	1	1
Minimum duration part	1	1
Qualification type	Only section 2	Higher certificate
Qualification designator	Only section 2	Business Administration
Other designator	Only section 2	

Motivation for other designator	Only section 2	There is no change being made to the designator.
CESM	Only section 2	04 Business Administration Business Administration
Professional class	Only section 2	Non-Professional
Professional body	Only section 2	n/a
WIL EL credits	Only section 2	0
Research credits	Only section 2	0
Structured or with electives	Only section 2	Structured
Minimum admission requirements	Grade 12/Equivalent/Recognition of Prior Learning	Grade 12/Equivalent/Recognition of Prior Learning
Qualification reference number	H/PR058/K004CAN	H/PR058/K004CAN
HEQC reference number	H/PR058/K004CAN	H/PR058/K004CAN
SAQA qualification ID	24405	24405
Replacing which qualifications	Only section 2	Certificate in Computers and Administration (H/PR058/K004CAN)
Site of delivery 1	Main Campus (194)	DCC Campus, 384 and 375 Smith Street, Durban

### Section 3 - Questions

This is a Category B qualification which only needs a name change according to the requirements of HEQSF for level 5 programmes:

The Certificate in Computers and Administration becomes a Higher Certificate in Business Administration.

#### Programme design details

##### Modules for year 1

Module	NQF level	Credits	Year level	Compulsory	Electives	Module status: Removed / Added / Modified / Unchanged
Business Communication (BCOM/CA)	Level 5	15	1	Yes	Yes	Unchanged
Business Administration (BS/CA)	Level 5	35	1	Yes	Yes	Unchanged
Office Skills (OSK/CA)	Level 5	35	1	Yes	Yes	Unchanged
Fundamentals and Concepts of Computers (FC/CA)	Level 5	15	1	Yes	Yes	Unchanged
End-User Computing (EUC/CA)	Level 5	20	1	Yes	Yes	Unchanged

##### Exit level outcomes

Year level	Assessment purpose	Assessment methods
1	The curriculum has not been redesigned. The name of the qualification has only been changed i.e. from Certificate in Computers and Administration to Higher Certificate in Business Administration.	Class Tests, Assignments, Class Activities, Presentations, Examinations, Supplementary Examinations <b><u>OTHER FORMS ASSESSMENTS ARE CLASS-BASED ASSESSMENTS WHICH INVOLVE ACTIVITIES SET BY THE LECTURER.</u></b> <b>1. Practical test for End-user computing during and at the end of each section</b> <b>2. Secretarial Day planning and execution</b> <b>3. Compiling business documentation pertaining to petty cash vouchers, chequea, itineraries etc</b>

  
Mr V. Juglal – Managing Director

**DCC CAMPUS**  
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