

Prospectus



General Business

Enrol Qualify Achieve

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Dear Student

Right now, you have your sights firmly set on exploring your career development. As you contemplate further study, you want to be certain that your hard work will enjoy the credibility and respect of employers.

Rest assured that Damelin Correspondence College is a learning institution that is employer-recognised and trusted. Damelin prides itself on offering you the very best learning programmes.

As you page through this prospectus, keep your career goals firmly in focus. This will enable you to identify the programme that will open the door to your career success.

Why study with Damelin Correspondence College?

- Damelin is the largest and most comprehensive offering in Southern Africa.
- Employers recognise and have confidence in a Damelin certificate as being academically sound and relevant to their needs.
- Damelin Correspondence College (Pty) Ltd is provisionally registered with the Department of Education until 31 December 2014. Registration no. 2008/FE07/037 - see www.education.gov.za.
- Damelin Correspondence College (Pty) Ltd has provisional accreditation with UMALUSI and is a confirmed candidate for full accreditation. UMALUSI is the Council for Quality Assurance in General and Further Education and Training in South Africa - see www.umalusi.org.za. The accreditation number for Damelin Correspondence College (Pty) Ltd is FET 00475PA. Employers are required to quote this number in their claims to the Skills Levy Fund, for investing in their employee's education as set out in the Skills Development Act No 31, 2003.
- Damelin Correspondence College offers you the flexibility to gain qualifications while you are working.
- Damelin focuses on providing you with programmes of study that are career-related, and academically driven.
- Damelin's expertise includes programme development, curriculum design, content, and student support methods that are right up to date.

Register now and be one step closer to the career position you desire, and the future you are aiming for.



Yours sincerely
Thivhudziwi Vele
Damelin Correspondence College Principal



DCC's Learning Opportunities

DCC caters for a wide variety of learner needs. This means that we offer both formal and non-formal programmes. It is important that you understand the type of programme for which you are enrolling.

Damelin Correspondence College offers you the following learning opportunities :

National qualifications are credit-bearing qualifications registered on the NQF and accredited by a Quality Assurance Body, such as a SETA. A skills programme is an accredited component of a national qualification. An example of a National Qualification offered by DCC is the National Certificate in Bookkeeping, NQF Level 3, SAQA ID 58375, accredited by FASSET.

DCC Provider Programmes are DCC's vocational certificates and diplomas that enhance your skills and improve your career opportunities. Provider Programmes are not linked to the NQF, but they are in high demand and carry the approval of the DCC Academic Board. An example of a DCC Provider Programme is the DCC Certificate in Professional Secretary.

Agent Programmes are programmes for which DCC offers tuition, but where DCC does not issue the final certificate. The agent body issues the final certificate and manages the final examinations. An example of an Agent Programme offered by DCC is the Microsoft Office User Specialist (MOUS) programme.

Continuous Professional Development (CPD) Programmes are short courses that help you add to your current professional knowledge in a particular field, and hence boost your abilities within your career. An example of a DCC CPD programme is the DCC Short Course in Conflict Management.

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 enroll on a full programme. An example of a DCC Orientation Programme is the DCC Short Course: Introduction to Radio Broadcasting.

Self-employment Programmes were 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. An example of a DCC Self-employment programme is the DCC Diploma in Computerised Bookkeeping.

Why Choose Damelin Correspondence?

Employer Credibility

Today's job market is highly competitive, particularly for young people who are seeking their first job. In this environment, the most valuable asset that a job-seeker can have is a relevant qualification from an acclaimed and respected institution. Students can rest assured that, with over 40 years' experience in preparing students for employment, and 30 campuses around the country, Damelin has an unrivalled reputation as an educational institution. Every employer knows and respects the calibre of Damelin graduates.

Flexibility and Commitment to the Student

Studying by correspondence has several advantages over attending classes at a campus:

- Students can register at any time of the year
- Students can learn at home, according to a convenient schedule, without having to incur the cost and inconvenience of travelling to classes at fixed times
- Students can continue to earn an income, while studying outside of working hours at home.
- Students have access to highly qualified and experienced Damelin tutors who can provide quick feedback by giving detailed comments on assignments, and can provide telephonic tutorials on a one-to-one basis.
- Students can engage with study material that is divided up into logically sequenced, manageable units, which form part of an integrated and sound learning process of introduction, reinforcement and review, interspersed with student-centred exercises.

Career Counselling & Development Service

Students are encouraged to make use of Damelin's free educational counselling service. Students can contact the Damelin Correspondence College Call Centre by telephone for referral to a Career Counsellor, or to make a personal appointment. Alternatively, students can e-mail queries to the College.

The Career Counsellor can assist students in choosing a career. He or she can also provide additional academic support (such as study skills, tips for writing assignments and pre-exam techniques, life skills, time-management, coping with stress, and more), or can simply provide job-searching techniques.

Why Choose Damelin Correspondence? cont...

Providing for Students with Disabilities or Audio Needs

Damelin seeks to provide students who have disabilities with every opportunity to participate fully in the College. When registering, students are invited to disclose any disabilities that they may have, and to indicate any individual support or special examination arrangements that they may need. Students are also welcome to contact a Damelin Student Consultant for further information. In addition, students with disabilities are invited to discuss their particular needs with the Career Counsellor, who is available to assist with personal, academic and career choices.

Students who experience difficulty in studying from printed material, for whatever reason, are encouraged to contact the Education Desk of Tape Aids for the Blind, to arrange for printed material to be transferred to audio. Phone 031 309 4800.

Recognition of Prior Achievement

Our Internal Policy of recognition of prior achievements is applied to this programme. Therefore, should students not meet the admission requirements as described in the brochure, they should contact Damelin Correspondence College to evaluate their prior achievement, to decide if they can gain entrance to the course of their choice.

For further information and distance learning guidance visit our website at:

www.dcc.edu.za

The Damelin Business Career Programmes

General Business Studies

Damelin Correspondence College has played a major role in business education and training for over 40 years. The College provides high quality training for those who need hands-on skills to advance their careers in the South African business world.

Damelin's General Business Studies division offers a range of learning programmes that have been accredited both by Damelin and by various external professional institutes. Damelin acts as an educational agent, in respect of these learning programmes, for the external bodies.

Admission Requirements

It is important that a student's choice of learning programme is based on their current level of education and experience. It is often detrimental to study success if a student registers for a programme for which they do not have the necessary educational background. It might also prove a blow to the student's self-confidence. Therefore, we urge students to take a conservative, realistic approach, and in so doing build a solid foundation for further study.

We have outlined in this prospectus the admission requirements for each programme. However, if students have any doubts about admission requirements, they are encouraged to contact a Damelin Correspondence College Student Consultant, who will be able to answer any queries.

Examination Information

When students register as Damelin Correspondence College students, they receive an Examination Guide for Damelin internal examinations. This guide is updated every year, and contains information regarding examination registration dates and the dates of the actual exams. Please note that it is the student's responsibility to request an updated Examination Guide at the beginning of each year.

Each of the external professional institutes with which Damelin is in partnership has a specific method of assessing students for accreditation. It is vital that students familiarise themselves with the assessment methods that apply to their learning programme. Students are also advised to consult the institution concerned for relevant information on exam and membership fees.

The Damelin Business Career Programmes

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Examination Information

If students are registered for a Damelin Certificate or Diploma programme, they must register for examinations with the College as soon as they have completed the relevant assignments. To register for exams, students should simply 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.

Professional Institute Programmes

As we have already mentioned, Damelin Correspondence College offers a selection of programmes that are accredited and externally examined by professional institutes. These professional institutes are:

- the Institute of Business Studies (IBS);
- the Institute of Chartered Secretaries and Administrators (CIS); and
- the South African Institute of Management (SAIM)
- the Public Relations Institute of South Africa (PRISA)

Details of the programmes concerned can be found in this prospectus.

Damelin Business Career Courses

Most of the Damelin business accreditations form part of structured career programmes. In order to advance through a programme, a student must complete his or her chosen subjects at consecutive levels. Alternatively, students may obtain exemption from given subjects on the basis of their prior learning or experience.

The programmes offered by Damelin's Business Group are examined programmes. The completion of each programme is rewarded with a full outcomes-based accreditation.



IAC Recognised Management Learning Programmes

The Institute of Administration and Commerce (IAC) is a Professional Accounting & Membership Institute. The following learning programmes, which are recognised by the IAC, are available from Lyceum College:

- Management
- Human Resource Management
- Marketing Management
- Public Relations

Student Assessment

Students have the following formal assessment opportunities:

Formative Assessment

In order to qualify for the examination, you have to submit both assignments. Your assignment will count 20% of your final mark.

Summative Assessment

In order to successfully complete this learning program, you have to write the examination, which will count 80% of your final mark.

The pass mark for each module is 50%

Contact Sessions

Contact sessions are scheduled during the course of the year prior to the examinations. Information on these classes will be communicated to students.



Career Prospects

The Learning Programmes in Management are designed for students who wish to enhance their management abilities and status by gaining a fundamental management certification.

Admission Requirements

A senior or Grade 12 certificate with/without matriculation exemption/endorsement, but with at least 5 subjects or a student qualifies for full/conditional exemption issued by the Matriculation Board of Higher Education of South Africa (HESA)/UMALUSI or an equivalent qualification.

Programme Structure

The Lyceum Management Learning Programme consists of a Diploma.

Year 1

Fundamental

- Concepts of Management Computing
- Business Communication

Core

- Financial Accounting I
- Business Law
- Management I

Stream Elective

- Administrative Practice I

Year 2

Core

- Strategy & Problem Solving
- Management II
- Project Management
- Economics

Stream Electives

- Administrative Practice II or Corporate Law
- Information & Communications Technology

Year 3 (New)

Core

- Management III
- Business Research

Stream Electives

- Administrative Practice III or Labour Relations
- Corporate Social Responsibility



Programme Duration

36 months

Student Assessment

Students have the following formal assessment opportunities:

Formative Assessment

In order to qualify for the examination, you have to submit both assignments. Your assignment will count 20% of your final mark.

Summative Assessment

In order to successfully complete this learning program, you have to write the examination, which will count 80% of your final mark.

The pass mark for each module is 50%

Contact Sessions

Contact sessions are scheduled during the course of the year prior to the examinations. Information on these classes will be communicated to students.

Certification

On successful completion of this learning programme the student will receive a Lyceum Management Diploma, recognised by the IAC.

Career Prospects

The Human Resource Management Programme is designed to give the aspirant human resource practitioner a broad-based knowledge of the Human Resource function.

Admission Requirements

A senior or Grade 12 certificate with/without matriculation exemption/endorsement, but with at least 5 subjects or a student qualifies for full/conditional exemption issued by the Matriculation Board of Higher Education of South Africa (HESA)/UMALUSI or an equivalent qualification.

Programme Structure

The Lyceum Management: Human Resource Management Learning Programme consists of a Diploma.

Year 1

Fundamental

- Concepts of Management Computing
- Business Communication

Core

- Financial Accounting I
- Business Law
- Management I

Stream Elective

- Human Resources Management I

Year 2

Core

- Strategy & Problem Solving
- Management II
- Project Management
- Economics

Stream Electives

- Human Resources Management II
- Information & Communications Technology

Year 3 (New)

Core

- Management III
- Business Research

Stream Electives

- Labour Relations
- Human Resources Management III

Lyceum Management Diploma Human Resources Management (Recognised by the IAC)

Lyceum Management Diploma in Marketing Management (Recognised by the IAC)

SAQA ID No: 62949



Programme Duration

36 months

Student Assessment

Students have the following formal assessment opportunities:

Formative Assessment

In order to qualify for the examination, you have to submit both assignments. Your assignment will count 20% of your final mark.

Summative Assessment

In order to successfully complete this learning program, you have to write the examination, which will count 80% of your final mark.

The pass mark for each module is 50%

Contact Sessions

Contact sessions are scheduled during the course of the year prior to the examinations. Information on these classes will be communicated to students.

Certification

On successful completion of this learning programme the student will receive a Lyceum Management: Human Resource Management Diploma, recognised by the IAC.

Career Prospects

The Marketing Management Learning Programmes focus on the specialised field of marketing, and ensures that the student gains the relevant sought-after skills.

Admission Requirements

A senior or Grade 12 certificate with/without matriculation exemption/endorsement, but with at least 5 subjects or a student qualifies for full/conditional exemption issued by the Matriculation Board of Higher Education of South Africa (HESA)/UMALUSI or an equivalent qualification.

Programme Structure

The Lyceum Management: Marketing Management Learning Programme consists of a Diploma.

Year 1

Fundamental

- Concepts of Management Computing
- Business Communication

Core

- Financial Accounting I
- Business Law
- Management I

Stream Elective

- Marketing Management I

Year 2

Core

- Strategy & Problem Solving
- Management II
- Project Management
- Economics

Stream Electives

- Marketing Management II
- Information & Communications Technology

Year 3 (New)

Core

- Management III
- Business Research

Stream Electives

- Marketing Management III
- Corporate Social Responsibility

Lyceum Management Diploma in Marketing Management (Recognised by the IAC)

Programme Duration

24 months

Student Assessment

Students have the following formal assessment opportunities:

Formative Assessment

In order to qualify for the examination, you have to submit both assignments. Your assignment will count 20% of your final mark.

Summative Assessment

In order to successfully complete this learning program, you have to write the examination, which will count 80% of your final mark.

The pass mark for each module is 50%

Contact Sessions

Contact sessions are scheduled during the course of the year prior to the examinations. Information on these classes will be communicated to students.

Certification

On successful completion of this learning programme the student will receive a Lyceum Management: Marketing Management Diploma, recognised by the IAC.

Lyceum Management Diploma in Public Relations (Recognised by the IAC)

SAQA ID No: 62949



Career Prospects

The Damelin Public Relations Programme will lay the foundation for the skills students need to manage a public relations department.

Admission Requirements

A senior or Grade 12 certificate with/without matriculation exemption/endorsement, but with at least 5 subjects or a student qualifies for full/conditional exemption issued by the Matriculation Board of Higher Education of South Africa (HESA)/UMALUSI or an equivalent qualification.

Programme Structure

The Lyceum Management: Public Relations Learning Programme consists of a Diploma.

Year 1

Fundamental

- Concepts of Management Computing
- Business Communication

Core

- Financial Accounting I
- Business Law
- Management I

Stream Elective

- Public Relations I

Year 2

Core

- Strategy & Problem Solving
- Management II
- Project Management
- Economics

Stream Electives

- Public Relations II
- Information & Communications Technology

Year 3 (New)

Core

- Management III
- Business Research

Stream Electives

- Public Relations III
- Corporate Social Responsibility

Lyceum Management Diploma in Public Relations (Recognised by the IAC)

The Institute of Business Studies (IBS) Learning Programmes



Programme Duration

24 months

Student Assessment

Students have the following formal assessment opportunities:

Formative Assessment

In order to qualify for the examination, you have to submit both assignments. Your assignment will count 20% of your final mark.

Summative Assessment

In order to successfully complete this learning program, you have to write the examination, which will count 80% of your final mark.

The pass mark for each module is 50%

Contact Sessions

Contact sessions are scheduled during the course of the year prior to the examinations. Information on these classes will be communicated to students.

Certification

On successful completion of this learning programme the student will receive a Lyceum Management: Public Relations Diploma, recognised by the IAC.

Programme Type

The IBS Learning Programmes are **National Qualifications**.

Career Prospects

The development of the IBS Learning Programmes in Governance and Administration was prompted by the ongoing need, both locally and internationally, for highly-skilled administration personnel. These Professional Qualifications are aimed at the individual who is interested in the administration function in any organisation.

These Professional Qualifications will also provide the student with the broad knowledge, skills and values that they will need to operate in the governance and administration field. The learning programme content also highlights the skills, knowledge, values and attitudes that the student will require in order to advance further in this environment.

Accreditation

This learning programme is accredited by FASSET.



Admission Requirements

Students should be competent in Communication and Mathematical Literacy at Grade 10 (Std. 8) or an equivalent.

Programme Structure

IBS Professional Qualification:

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

- Introduction to Business English
- Introduction to Mathematics for Business
- Introduction to Accounting
- Introduction to Governance

Electives

- Introduction to Office Administration and Information
- Introduction to Business Principles and Human Resources

Admission Requirements

The learner should have competence in:

- Communication at NQF Level 3 and Mathematical Literacy at NQF Level 3 or
- The Professional Qualification: Business Administration NQF Level 3 or an appropriate equivalent (whether achieved by RPL or not) should have been completed.

The Institute of Business Studies (IBS) Learning Programmes

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

- Fundamentals of Business English
- Fundamentals of Mathematics
- Fundamentals of Governance
- Fundamentals of Accounting

Electives

- Fundamentals of Entrepreneurship
- Fundamentals of Office Administration

Student Assessment

Summative assessments will be conducted by the Institute on all IBS subjects. Please note that exams are written in May and October of each year. Students are required to complete an examination entry form and submit it to the Institute, together with the prescribed examination fee before the closing date for the next examination. Please contact the Institute for details on exam fees and exam dates.

Certification

On successful completion the student will receive an IBS Professional Qualification in Business Administration or IBS Professional Qualification in Management and Administration, accredited by FASSET.

Aim High

If students combine the Professional Qualification in Business Administration and Professional Qualification in Management and Administration when they register, they will benefit from significant discounts.

Institute Contact Details:

Address: P.O Box 331,
Witwatersrand, 2050
Tel. No.: 011 403 2900
Fax No.: 011 339 5393
E-Mail: ibs@icsa.co.za
Website: www.icsa.co.za

The Institute of Chartered Secretaries & Administrators (CIS)



Programme Type

The CIS Learning Programmes are **National Qualifications**.

Career Prospects

The CIS Learning Programmes are designed to equip students with the knowledge they need to start on a career path that leads to becoming a Chartered Secretary. Embarking on such a career also marks the beginning of a lifelong professional relationship with the Institute. Students may progress to become CIS members. Students who successfully complete the CIBM programme are ICSA graduates or GRAD.ICSA.

Admission Requirements

Grade 12 (Std. 10) or equivalent. Alternatively, the student must:

- If you do not have the required numerate subject, students will need to complete the IBS NQF 4 Subject: Fundamentals of Accounting.
- have achieved the IBS Certificate in Management and Administration; or
- have achieved the ICB FETC: Bookkeeping NQF4.

Programme Structure

CIS offers the following learning programmes through Damelin Correspondence College:

CIS Professional Qualification: Management and Administration (SAQA ID NO.: 60154)

- Foundation of Law (must be completed before*)
- Financial Accounting I
- General Principles of Commercial Law*
- Communication
- Economics

CIS Professional Qualification: Governance and Administration (SAQA ID NO.: 60149)

- Management Information Systems
- Financial Accounting II
- Taxation
- Management Principles



CIS Professional Advanced Qualification: Governance and Administration (SAQA ID NO.: 60151)

- Corporate Law
- Financial Accounting III
- Strategic and Operational Management
- Management Accounting

Programme Accreditation

This learning programme is accredited by FASSET



Student Assessment

Summative assessments will be conducted by the Institute on all CIS subjects. Please note that exams are written in May and October of each year. Students are required to complete an examination entry form and submit it to the Institute, together with the prescribed examination fee before the closing date for the next examination. Please contact Institute for details on exam fees and exam dates.

Certification

On successful completion of the relevant learning programme the student will receive their relevant CIS Professional Qualifications.

Aim High

If students combine the CIS Professional Qualifications when they register, they will benefit from significant discounts.

Institute Contact Details:

Address: P.O. Box 331, Wits, 2050
Tel. No.: 011 403 2900
Fax No.: 011 403 1522 / 011 339 5393
E-Mail: icsa@icsa.co.za
Website: www.icsa.co.za

Programme Type

The Business Management Learning Programmes are Agent Programmes.

Career Prospects

The South African Institute of Management (SAIM) is a professional body that is committed to raising the quality of management and leadership. The organisation provides a forum for the exchange of views and information relating to best management practices. Students are offered membership of the SAIM, and can attend SAIM seminars, workshops and business management courses.

Admission Requirements

Grade 12 (Std. 10) or equivalent or an IBS Certificate in Management and Administration or an ICB FETC: Bookkeeping NQF4 or the student must be at least 23 years of age and have three years' relevant work experience.

Programme Structure

SAIM offers the following learning programmes through Damelin Correspondence College:

Certificate in Business Management (SAQA ID No. 67699)

- Management Principles
- Communication
- Business Accounting
- Self Management

Choose 2 of the following:

- Human Resource Management Principles
- Marketing Management Principles
- Information Technology Principles
- Entrepreneurship

Diploma in Business Management (SAQA ID No. 67690)

- Management Practice
- Economics
- Principles of Business Law



Electives (select 2 of the following, of which at least 1 must be from list one)

List one

- Human Resource Management Practice
- Marketing Management Practice
- Information Technology Practice

List two

- Cost and Management Accounting
- Quantitative Techniques
- Organisational Behaviour

Programme Duration

1 to 6 subjects: 24 months
7 to 12 subjects: 36 months

Student Assessment

There are two exam sittings during the year in May and October. To qualify to write these exams, students must have completed their assignments successfully and must be registered with the SAIM. Please call the Institute for more information on registration and exam fees and dates.

Institute Contact Details:

Address: PO Box 31828, Braamfontein, 2017
Tel. No.: 011 836 5301
Fax No.: 011 836 5302
E-mail: saim@netactive.co.za

Certification

On successful completion of the learning programme the student will receive a SAIM Business Management Certificate or Diploma.

Aim High

If students combine the Certificate and Diploma in Business Management when they register, they will benefit from significant discounts.

Programme Type

The Public Relations Learning Programmes are **Provider Programmes**.

Career Prospects

Public relations covers everything that a company does to set up and maintain good relationships between itself and the public. This Public Relations Learning Programme will equip the student with the necessary knowledge and skills to advance a career as a Public Relations Practitioner.

PRISA The Institute for Public Relations & Communication Management was founded in 1957 by a handful of public relations practitioners. Membership grew over the years today membership stands at 3 510 including students. The institute represents senior practitioners and consultants as well as student members. It is dedicated to delivering dynamic, value added services to members and to ensure continued growth and professionalism of the industry. PRISA is the endorsement body of the certificate level.

Admission Requirements

Grade 12 (Std. 10) OR its equivalent. (If the student wishes to register for the learning programme and does not meet the minimum admission requirements, but has three years' relevant work experience, they should call the nearest Damelin branch to discuss the prospects for entrance to the learning programme.)

Programme Structure

The Damelin Learning Programme in Public Relations consists of a Certificate and Diploma.

Certificate

- Principles of Business Law
- Communication
- Management I
- Economics
- Public Relations I
- Financial Accounting I or Accounting and Finance

Public Relations Learning Programmes

Diploma

- Concepts of Management Computing
- Management II
- Marketing Management I
- Public Relations II
- Public Relations III
- Management III
- Marketing Communication
- Organisational Behaviour

Programme Duration

1 to 6 subjects: 18 months
7 to 24 subjects: 24 months

Student Assessment

It is not compulsory for students to hand in written assignments but they are required to write 1 formal exam per subject. Please note that exams are written in June and October of each year. Students 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. Please refer to the exam guide for more details.

Certification

On successful completion of this learning programme the student will receive a Damelin Correspondence College Certificate or a Diploma in Public Relations, endorsed by PRISA.

Aim High

If students combine the Certificate and Diploma when they register, they will benefit from significant discounts.

Institute Contact Details

Address: PO Box 2625, Pinetown, 2123
Tel. no: 011 326 1262
Fax. no: 011 326 1259
e-mail: info@prisa.co.za

Damelin Business Career Learning Programmes

The following Damelin Business Career Learning Programmes are available.

Learning Programmes

- Human Resource Management
- Marketing Management
- Management
- Local Government Management
- Project Management
- Computerised Project Management
- Sales and Marketing
- Business Administration Services

Short Course Learning Programmes

- Principles of Performance Management
- AIDS Risk Management
- Management
- Introduction to Presentation Skills

Damelin Business Career Learning Programmes

Most of our business learning programmes form part of broader career programmes, and are pitched at specific levels. This means that students must complete their chosen subjects at consecutive levels, in order to advance through the learning programme. Alternatively, students may obtain exemption from given subjects on the basis of their prior learning or experience.

The learning programmes that Damelin's Business Group offers are examined by Damelin Correspondence College.

Programme Type

The Human Resource Management Learning Programmes are **Provider Programmes**.

Career Prospects

By improving their performance, employees can increase an organisation's productivity and its profitability. Therefore, the human resource (HR) function, which manages the processes that develop people, is key to the success of any organisation. The HR function plays a strong role in the appropriate selection, placement, training and management of an organisation's human resources.

The Damelin Learning Programme in Human Resource Management aims to provide the solid foundation that the HR student needs in order to advance in this field.

Admission Requirements

Grade 12 (Std. 10) OR its equivalent. (If the student wishes to register for the learning programme and does not meet the minimum admission requirements, but has three years' relevant work experience, they should call the nearest Damelin branch to discuss the prospects for entrance to the learning programme.)

Programme Structure

The Damelin Learning Programme in Human Resource Management consists of a Certificate and a Diploma.

Certificate

- Business Communication
- Management I
- Economics
- Human Resource Management I
- Principles of Business Law
- Financial Accounting I or Accounting and Finance

Diploma

- Concepts of Management Computing
- Employment Law
- Human Resource Management II
- Management II
- Organisational Behaviour
- Human Resource Management III
- Management III
- Human Resource Development I or Labour Relations I

Programme Duration

1 to 6 Subjects: 18 months
7 to 14 Subjects: 24 months

Student Assessment

It is not compulsory for students to hand in written assignments but they are required to write 1 formal exam per subject. Please note that exams are written in June and October of each year. Students 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. Please refer to the exam guide for more details.

Certification

On successful completion of this learning programme the student will receive a Damelin Correspondence College Certificate or a Diploma in Human Resource Management.

Aim High

If students combine the Certificate and Diploma when they register, they will benefit from significant discounts.

Programme Type

The Marketing Management Learning Programmes are **Provider Programmes**.

Career Prospects

A marketing manager works towards the company's profit goals by planning, organising, co-ordinating and managing the marketing function of the business. The expertise that he or she needs include: creating, managing and modifying product distribution; determining product prices; helping to develop new products for the business; and developing and launching the marketing communication strategy.

Admission Requirements

Grade 12 (Std. 10) OR its equivalent. (If the student wishes to register for the learning programme and does not meet the minimum admission requirements, but has three years' relevant work experience, he or she should call the nearest Damelin branch to discuss the prospects for entrance to the learning programme.)

Programme Structure

The Damelin Learning Programme in Marketing Management consists of a Certificate and a Diploma.

Certificate

- Principles of Business Law
- Business Communication
- Management I
- Economics
- Marketing Management I
- Financial Accounting I or Accounting and Finance

Diploma

- Concepts of Management Computing
- Statistics
- Marketing Management II
- Management II
- Marketing Management III
- Marketing Research
- Marketing Communication
- Management III

Programme Duration

1 to 6 Subjects: 18 months
7 to 14 Subjects: 24 months

Student Assessment

It is not compulsory for students to hand in written assignments but they are required to write 1 formal exam per subject. Please note that exams are written in June and October of each year. Students 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. Please refer to the exam guide for more details.

Certification

On successful completion of this learning programme the student will receive a Damelin Correspondence College Certificate or a Diploma in Marketing Management.

Aim High

If students combine the Certificate and Diploma when they register, they will benefit from significant discounts.

Management Learning Programmes

Programme Type

The Management Learning Programmes are **Provider Programmes**.

Career Prospects

A business manager holds a pivotal position in an organisation. Research and planning, finance, sales, computerisation, economics and personnel management are the range of skills required of a business manager. The Damelin Learning Programme in Business Management aims to provide fundamental knowledge of each of the management disciplines, so preparing the student for advancement.

Admission Requirements

Grade 12 (Std. 10) OR its equivalent. (If the student wishes to register for the learning programme and does not meet the minimum admission requirements, but has three years' relevant work experience, they should call the nearest Damelin branch to discuss the prospects for entrance to the learning programme.)

Programme Structure

The Damelin Learning Programme in Management consists of a Certificate and Diploma.

Certificate

- Communication
- Management I
- Economics
- Principles of Business Law
- Financial Accounting I OR Accounting and Finance
- Administrative Practice 1

Diploma

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

Management Learning Programmes

cont...

Programme Duration

1 to 6 Subjects: 18 months
7 to 14 Subjects: 24 months

Student Assessment

It is not compulsory for students to hand in written assignments but they are required to write 1 formal exam per subject. Please note that exams are written in June and October of each year. Students 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. Please refer to the exam guide for more details.

Certification

On successful completion of this learning programme the student will receive a Damelin Correspondence College Certificate or a Diploma in Management.

Aim High

If students combine the Certificate and Diploma when they register, they will benefit from significant discounts.

The Local Government: Management Learning Programmes

Career Prospects

Local Government Managers are faced with the challenges of integrating budgets, meeting the basic needs of communities, and managing scarce resources and finances, on a daily basis.

Programme Type

The Local Government: Management Learning Programmes are **Provider Programmes**.

Admission Requirements

A Grade 12 (Std. 10). (If students wish to register on the learning programme and do not meet the minimum admission requirements, but have three years' relevant working experience, they should call their nearest Damelin branch to discuss the prospects for their entrance to the learning programme.)

Programme Structure

The Local Government: Management Learning Programme consists of a Certificate and Diploma.

Certificate

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

Diploma

- Concepts of Management Computing
- Local Government Management II
- Local Government Finance II
- Local Government Law I
- Local Government Law II
- Local Government Management III

Select 1 of the following:

- Local Government Finance III
- Economics
- Human Resources Management II

Select 1 of the following:

- Human Resources Management
- Administrative Management

The Local Government: Management Learning Programmes

cont...

Programme Duration

1 to 6 subjects: 18 months
7 to 14 subjects: 24 months

Student Assessment

Students are not required to hand in written assignments but need to write 1 formal exam per subject. Please note that exams are written in June and October of each year. Students should complete an examination entry form and submit it to the College, together with the prescribed examination entry fee, before the closing date for the next examination.

Certification

On successful completion the student will receive a Damelin Correspondence College Local Government: Management Certificate or Diploma.

Aim High

If students combine the Local Government: Management Certificate and Diploma when they register, they will benefit from significant discounts.

Sales and Marketing Learning Programme

Sales and Marketing Learning Programme

cont...

Programme Type

The Sales and Marketing Learning programme is a **Provider Programme**.

Career Prospects

Specialist knowledge in marketing principles and sales practice will enable the student to embark on an exciting career in sales and marketing. The Damelin Learning Programme in Sales and Marketing will equip students with the skills they need to operate in their chosen environment, such as effective communication, marketing know-how, and the application of sound sales practices.

Admission Requirements

Grade 12 (Std. 10) or an equivalent. (If the student wishes to register for the learning programme and does not meet the minimum admission requirements, but has three years' relevant work experience, they should call the nearest Damelin branch to discuss the prospects for entrance to the learning programme.)

Programme Structure

- English for Business
- Business Practice
- Entrepreneurship
- Sales Practice
- Marketing Management (Module A)
- Marketing Management (Module B)

Programme Duration

Students should be able to complete this learning programme in 18 months.

Student Assessment

It is not compulsory for students to hand in written assignments but they are required to write 1 formal exam per subject. Please note that exams are written in June and October of each year. Students 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. Please refer to the exam guide for more details.

Certification

On successful completion of this learning programme the student will receive a Damelin Correspondence College Certificate in Sales and Marketing.

Aim High

If students combine the Sales and Marketing Learning Programme with any Damelin Management Learning Programmes when they register, they will benefit from significant discounts.

Business Administration Services Learning Programme

Programme Type

The Business Administration Services Learning programme is a **Provider Programme**.

Career Prospects

The administration function is generic in nature: It is essential to all business sectors as well as to organisations such as sports clubs. Administrative tasks are performed at a variety of levels, depending on the nature of the organisation and its management structure. Therefore, the demand for highly skilled administration personnel is ongoing.

The Damelin Learning Programme in Business Administration Services is ideal for anyone who is, or wishes to be involved in the administration function in any business or organisation. Students qualified in this field are known as secretaries, administration assistants, administrators or clerks, depending on the structure of the organisation in which they are employed.

Admission Requirements

Grade 10 (Std. 8) or an equivalent.

Programme Structure

This learning programme contains the following components:

- Business Administration Fundamentals
- Business Administration Office Practice
- Business Administration Practice Operations

Programme Duration

Students should be able to complete this learning programme in 18 months.

Student Assessment

It is not compulsory for students to hand in written assignments but they are required to write 1 formal exam per subject. Please note that exams are written in June and October of each year. Students 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. Please refer to the exam guide for more details.

Certification

On successful completion of this learning programme the student will receive a Damelin Correspondence College Certificate in Business Administration Services.

Aim High

If students combine the Business Administration Services Learning Programme with any of the Secretarial Continuous Professional Development Electives when they register, they will benefit from significant discounts.

Short Course Learning Programme in Principles of Performance Management

Programme Type

The Principles of Performance Management Learning programme is a **Continuous Professional Development Programme**.

Career Prospects

Performance Management comprises of a set of tools and techniques for regularly planning, or continuously monitoring, measuring, reviewing and reporting on the performance of an organisation. Business leaders, managers and other stakeholders practise performance management.

This learning programme examines the purpose and practice of performance management in an organisation. It balances the challenges and pitfalls of implementing a performance management system against the benefits that such a system offers stakeholders.

To ensure that students become effective performance managers, the learning programme defines basic performance management activities, and reviews management concepts and strategies.

Admission Requirements

Grade 12 (Std. 10) or an equivalent and 3 years relevant work experience.

Programme Structure

The Short Course Learning Programme in Principles of Performance Management covers the purpose and nature of performance management and consists of the following topics:

- Benefits
- Pitfalls
- Challenges
- Starting the process
- Delegation of responsibilities
- Developing a performance management system
- Concept of translating strategy into action
- Performance management models and tools
- Implementing performance management
- Organisational performance and employee performance

Programme Duration

Students should be able to complete this learning programme in 12 months.

Short Course Learning Programme in Principles of Performance Management

cont...

Student Assessment

Students are required to hand in assignments to the College for marking.

Certification

On successful completion of this learning programme the student will receive a Damelin Correspondence College Short Course Certificate in Principles of Performance Management.

Aim High

If students combine the Principles of Performance Management Learning Programme with any of the Damelin Management Learning Programmes when they register, they will benefit from significant discounts.

Short Course Learning Programme in Aids Risk Management

Programme Type

The Aids Risk Management Learning programme is a **Continuous Professional Development Programme**.

Career Prospects

HIV and Aids Management is too big a challenge for Government to deal with alone. The epidemic demands a multifaceted approach, in which everyone is involved. Businesses in South Africa need to develop and implement their own HIV and Aids Management Programmes. Their very survival depends on their success in accessing and managing the risk to their human resource pool. Aids Risk Managers with the appropriate skills can help organisations, in both the public and private sectors, to manage the impact of HIV and Aids on their workforce. Against this background, Damelin Correspondence College is pleased to offer a learning programme in Aids Risk Management, which the student can use to enter this increasingly important field.

Admission Requirements

Grade 12 (Std. 10) or an equivalent and 3 years relevant work experience.

Programme Structure

- From Infection to Prevention
- Setting the Stage and the Broad Picture
- Doing the Right Things Right
- HIV Counselling and Treatment Options
- The Economic Impact
- The Medical and Behaviour Picture

Programme Duration

Students should be able to complete of this learning programme in 12 months.

Student Assessment

The assessment of this learning programme consists of 4 test papers as well as a mini project.

Certification

On successful completion of this learning programme the student will receive a Damelin Correspondence College Short Course Certificate in Aids Risk Management.

Short Course Learning Programme in Management

Programme Type

The Short Course Learning Programme in Management is a **Continuous Professional Development Programme**.

Career Prospects

This learning programme provides a framework for the student to develop the competencies that are needed for that essential business function: managing people. The student will gain a fundamental understanding of the key terms, rules, concepts and principles of management, equipping them for a position as a manager in business or industry.

This learning programme is also intended for students who are already managers of small businesses, or junior managers of business units in medium or large organisations.

Admission Requirements

Grade 11 (Std. 9) or an equivalent or Introduction to Management Short Course Certificate.

Programme Structure

The Short Course Learning Programme in Management consists of the following topics:

- Co-ordinating with others
- Applying the essential methods, procedures and techniques used in management
- Analysing new developments in the industry and researching aspects of management
- Operating as informed junior managers in a business sub-sector
- Gathering, analysing and presenting information
- Operating within clearly defined contexts within the legislation with limited scope for decision-making and responsibility.
- Understanding relevant legislation at a basic level
- Managing risk in a business unit
- Applying ethical principles to a business context and making decisions based on a corporate code of ethics
- Understanding the management function and the role of junior managers in an organisation
- Aligning a business unit with a business strategy and budget
- Identifying training needs in a business unit budgeting and monitoring the expenditures of a business unit

Short Course Learning Programme in Management

cont...

Programme Duration

The student should be able to complete of this learning programme in 12 months.

Student Assessment

It is not compulsory for students to hand in written assignments but they are required to write 1 formal exam per subject. Please note that exams are written in June and October of each year. Students are required to 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. Please refer to the exam guide for more details.

Certification

On successful completion of this learning programme the student will receive a Damelin Correspondence College Short Course Certificate in Management.

Aim High

If students combine the Short Course Learning Programme in Management with the Introduction to Management Short Course Learning Programme when they register, they will benefit from significant discounts.

Short Course Learning Programme in Introduction to Presentation Skills

Short Courses

Programme Type

The Short Course Learning Programme in Introduction to Presentation Skills is a **Continuous Professional Development Programme**.

Career Prospects

People in organisations spend a great deal of time speaking. Much of this is, however, impromptu. People have to respond immediately to questions and statements. Other forms of speech, namely, presentation or oral reports are prepared. This course covers the prepared presentation of people. In today's highly competitive business environment, one of the key ways to succeed is to be able to communicate and present yourself successfully.

Admission Requirements

Grade 10 (Std. 8) or an equivalent.

Programme Duration

The student should be able to complete of this learning programme in 12 months.

Programme Structure

- Introduction to Presentation Skills
- Planning the Presentation
- Preparation of Presentations
- Delivery and Evaluation of Presentations

Student Assessment

Students are required to submit two written assignments to the College for marking.

Certification

On successful completion of this learning programme students will receive their Damelin Correspondence College Short Course Certificate in Introduction to Presentation Skills.

Aim High

If students combine the Introduction to Presentation Skills Learning Programme with any of the Damelin Management Learning Programmes when they register, they will benefit from significant discounts.

Continuous Professional Development: Short Course Learning Programmes

Damelin has a wide range of short course learning programmes. If the student's aim is to enhance their skills for the benefit of an existing career, then they should choose one or more of the following short learning programmes:

- Wills and Estates
- Business Law
- Debt-collecting
- Civil Litigation
- Property Law and Conveyancing
- Criminal Law and Procedure
- Principles of Performance Management
- Aids Risk Management

For more information on any of these short learning programmes, please contact a Damelin student consultant.

The accomplishment of any important goal in life requires two things: a plan, and a commitment to keep to that plan! What follows is a simple 10-step process that will guide you to achieving success in your chosen Damelin programme, so bringing you one step closer to the career of your choice, or the advancement that you aspire to.

Step 1

Choose the programme that best suits you:

- Identify a career that best suits your natural interests and abilities.
- Choose a learning programme that is relevant to your chosen career, and for which you are able to meet the entrance requirements.

Step 2

Decide how you wish to pay for your studies:

- You may pay the full fee in cash (which will save you interest charges), or on terms over an agreed period.
- You may choose to register now for the complete learning programme, even if you plan to do only some of the subjects this year, and the rest later. This will save you money in the long run.

Step 3

Fill in your registration form. (You can phone one of our student consultants on 0860-61-61-61 to assist you in filling out the form.) Then send your completed registration form to Damelin by:

- Posting it to Damelin Correspondence College, P.O. Box 590, Cape Town, 8000, OR
- Taking it to your nearest Damelin office.

Step 4

Once you have registered, Damelin will send you your first study pack containing the following:

- Your **Student Card**, which identifies you as a student wherever you go;
- Your **Damelin Study Notes**, which have been designed to make you feel as if you have your own personal teacher;
- Your **Study Methods Booklet**, which includes helpful study hints;
- Your **Information Guide**, a summary of important details;
- Your **Examinations Guide**, which tells you how to enter for your examinations;
- Your **Personal Study Programme**, which shows you the study units or items that you will need for each subject that you are studying; and
- Your **Assignment Covers, Student Query Forms and Envelopes**, to make it easy for you to send in your assignments and queries to the College.

Step 5

Decide on the study times that best suit your lifestyle. Then work out your own study timetable. Try to keep to your timetable! It is very difficult to catch up when you have fallen behind.

Step 6

Get down to the serious business of studying. The notes have been designed to take the place of a class teacher.

Step 7

Complete regular assignments to check how you are doing.

- Continuous assessment is an essential feature of distance learning. Our study material contains numerous self assessment exercises, to help you to make sure that you are in control of your work at all times.
- At the end of each module, you will complete a progress assignment, which you must send to the College for marking and comment. We will return the progress assignment to you with a model answer.
- In order to qualify for a term mark, which gives you entrance to the examination, you must submit the required assignments before your exam date.

Step 8

Enter for the examinations.

- Follow the instructions in your Exam Guide on how and when to enter for your examinations.
- Remember that it is your own responsibility to register in time for a particular examination sitting.

Step 9

Write the examinations

- You will enter the examination room knowing that you have done the very best preparation that you are capable of, and you will face the exam paper with confidence.

Step 10

Qualify for your certificate.

- Join the thousands of successful past students of Damelin Correspondence College who are making a success of their careers.



Damelin

correspondence

The Career Development College

Register Today!

Our branches:

BRAAMFONTEIN

1st Floor, Mineralia House, 78 De Korte Street,
Braamfontein 2001

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CAPE TOWN

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P.O. Box 4180, Cape Town 8024

Tel: +27 21 417 8160, **Fax:** +27 21 417 0300

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P.O. Box 2553, Durban 4000

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P.O. Box 27067, Greenacres 6057

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NELSPRUIT

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Tel: +27 13 752 2400, **Fax:** +27 13 752 6184

NAMIBIA

Shop 17, Mezzanine Floor, BPI House,
269 Independence Avenue, Windhoek

Tel: +264 61 308 835

Post your registration form to:
**The Registrar, Damelin Correspondence,
P.O. Box 590, Cape Town 8024**
Visit our website: www.dcc.edu.za
e-mail: info@dcc.edu.za

Make your mark with **Damelin**