


Damelin

correspondence

The Career Development College

Prospectus



General
Technical Studies

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

Damelin Correspondence College's Learning Opportunities

Damelin Correspondence College offers our learners three types of learning opportunities:

National qualifications

National qualifications are formal qualifications that are registered on the National Qualifications Framework (NQF), and that are accredited by a relevant quality assurance body, such as a SETA (for unit standard-based qualifications), Umalusi (for General and Further Education qualifications), or the Higher Education Quality Council (HEQC) (for Higher Education qualifications). National qualifications are credit-bearing and enable articulation on the NQF.

Example

- National Certificate in Small Business Financial Management, NQF Level 4, SAQA ID 48736, 120 credits (accredited by FASSET)

Provider programmes

Education providers like Damelin Correspondence College can offer their own, unique programmes that are not registered on the NQF. These are called provider programmes. Provider programmes are dynamic and market-driven, and focus on teaching specific skills. Provider programmes do not carry NQF credits and do not lead to national qualifications.

Example

- Damelin Correspondence College Diploma in Interior Decorating

Agent programmes

Whenever Damelin Correspondence College offers training towards a programme or qualification that will be awarded by another provider or institute, it is called an agent programme. Damelin Correspondence College registers the learners, provides tuition and conducts formative assessment. The agent body usually sets and/or verifies the final examinations, and certifies the learner. Agent programmes provide local and/or international mobility to students.

Example

- Microsoft Office User Specialist (MOUS)

Before you enrol on a Damelin Correspondence College programme, please keep in mind the type of learning opportunity that it provides.

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?

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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

Draughting

All manmade objects begin with a dream, an idea or a concept. Draughting transforms the dream into a working drawing from which the artisan may construct the final product.

Draughting is not merely a form of pretty pictures but rather the means to the strongest and most practical and precise method of Engineering communication worldwide. Draughting, the graphic rendition of a concept, has been around since the earliest times. The ability to clearly and accurately convey an idea is very important in draughting as it will determine the various Trades persons ability to produce the final product.

A draughts person plays a key role in the completion of a construction project, in establishing the final sizing dimensions to graphically represent exactly what needs to be manufactured or built in the industry, by the various Trades people such as Boiler makers, Fitter and Turners, Electricians, etc. Without the draughts person's input, Trades people would be unable to begin assistance in the construction process.

Computer Aided Plans and Drawings

Career Prospects

The Construction Industry is demanding knowledgeable and skilled computer aided draughtspersons who are able to contribute to improved productivity and efficiency. Students studying AutoCAD will be able to learn the skills to create these computer based plans and drawings, meeting the demands and needs of the industry.

Programme Type

Computer Aided Plans & Drawing is a **Job Creator Self-Employment Programme**.

Admission Requirements

Grade 12 (Std 10) with Mathematics, Engineering Science and Technical Drawing, or an equivalent or Engineering Drawing N3

Autocad 2010 System requirements

Recommended system requirements for **32-bit AutoCAD® 2010**

The requirements are:

- Microsoft® Windows® XP Professional or Home edition (SP2 or later)
- Intel® Pentium® 4 or AMD Athlon® dual-core processor, 1.6GHz or higher with SSE2 technology
- 2GB RAM
- 1GB free disk space for installation
- 1,024 x 768 VGA display with true colour
- Microsoft® Internet Explorer™ 7.0 or later
- Install from download, DVD, or CD

or

- Microsoft® Windows Vista® (SP1 or later) including Enterprise, Business, Ultimate, or Home Premium edition (compare Windows Vista versions)
- Intel® Pentium® 4 or AMD Athlon® dual-core processor, 3GHz or higher with SSE2 technology
- 2GB RAM
- 1GB free disk space for installation
- 1,024 x 768 VGA display with true colour
- Microsoft® Internet Explorer™ 7.0 or later
- Install from download, DVD, or CD

Computer Aided Plans and Drawings

cont...

For 64-bit AutoCAD® 2010

The requirements are:

- Microsoft® Windows® XP Professional x64 edition (SP2 or later) or Windows Vista® (SP2 or later) including Enterprise, Business, Ultimate, or Home Premium edition (compare Windows Vista versions)
- AMD Athlon® 64 with SSE2 technology, or AMD Opteron® processor with SSE2 technology, or Intel® Xeon® processor with Intel EM64T support and SSE2 technology, or Intel Pentium 4 with Intel EM64T support and SSE2 technology
- 2GB RAM
- 1.5GB free disk space for installation
- 1,024 x 768 VGA display with true colour
- Microsoft® Internet Explorer™ 7.0 or later
- Install from download, DVD, or CD

Programme Structure

After successfully completing this learning programme, students will be able to:

- Communicate in the business environment
- Represent, analyse and calculate shape and motion in 2- and 3-dimensional space, in different contexts.
- Demonstrate an understanding of measuring instruments and produce free-hand drawings
- Plan drawing layout
- Develop and produce computer-aided drawings
- Identify, interpret and produce working building drawings
- Start your own Small Business

Programme Duration

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

Student Assessment

Students are required to complete and submit assignments to the College for marking.

Certification

On successful completion of their assignments, the student will receive a Damelin Correspondence College Diploma in Computer-aided Plans and Drawings.

AutoCAD 2010

Computer Aided Design is the process of doing designs with the aid of computers, which includes the generation of computer models, analysis of design data, and the creation of necessary drawings. The 2D and 3D models created in AutoCAD 2010 can be transferred to other computer programmes for further analysis and testing. This course introduces AutoCAD on a step-by-step basis from constructing basic shapes to making multiview drawings. Each lesson introduces a new set of commands and concepts. This is a good basis for exploring and growing in the exciting field of Computer Aided Engineering.

Programme Type

AutoCAD® is an **Agent Programme**.

Admission Requirements

Grade 11 (std 9) with technical drawing or N2 with Engineering Drawing.

Course Duration

You should be able to complete this course within 18 months

Autocad 2010 System requirements

Recommended system requirements for

32-bit AutoCAD® 2010

The requirements are:

- Microsoft® Windows® XP Professional or Home edition (SP2 or later)
 - Intel® Pentium® 4 or AMD Athlon® dual-core processor, 1.6GHz or higher with SSE2 technology
 - 2GB RAM
 - 1GB free disk space for installation
 - 1,024 x 768 VGA display with true colour
 - Microsoft® Internet Explorer™ 7.0 or later
 - Install from download, DVD, or CD
- or

- Microsoft® Windows Vista® (SP1 or later) including Enterprise, Business, Ultimate, or Home Premium edition (compare Windows Vista versions)

- Intel® Pentium® 4 or AMD Athlon® dual-core processor, 3GHz or higher with SSE2 technology
- 2GB RAM
- 1GB free disk space for installation
- 1,024 x 768 VGA display with true colour
- Microsoft® Internet Explorer™ 7.0 or later
- Install from download, DVD, or CD

For 64-bit AutoCAD® 2010

The requirements are:

- Microsoft® Windows® XP Professional x64 edition (SP2 or later) or Windows Vista® (SP2 or later) including Enterprise, Business, Ultimate, or Home Premium edition (compare Windows Vista versions)
- AMD Athlon® 64 with SSE2 technology, or AMD Opteron® processor with SSE2 technology, or Intel® Xeon® processor with Intel EM64T support and SSE2 technology, or Intel Pentium 4 with Intel EM64T support and SSE2 technology
- 2GB RAM
- 1.5GB free disk space for installation
- 1,024 x 768 VGA display with true colour
- Microsoft® Internet Explorer™ 7.0 or later
- Install from download, DVD, or CD

Course Content

- AutoCAD fundamentals
- Basic Object Construction Tools
- Geometric Construction and Editing Tools
- Object properties and Organization
- Orthographic Views in Multiview Drawings
- Basic Dimensioning and Notes
- Templates and Plotting
- Parametric Drawing Tools
- Auxiliary Views and Editing with GRIPS
- Section Views
- Assembly Drawings and blocks

Assessment and Exams

You will be required to complete assessments and submit to the College for marking.

On successful completion of this course you will be able to enrol for the accredited Autodesk Competency exam which will give you Autodesk Certification.

For more information please visit the Autodesk website:
<http://www.autodesk.com/certification>.

Career Prospects

Revit® is a Program that will allow you to acquire the skills needed to generate 3D rendered models of your architectural design.

This course will give you the basic skills to generate an architectural drawing on Computer using the Autodesk REVIT Architecture software which is used widely in the architectural field.

Acquire the skill of using Revit® Architecture to visualize your ideas in 3D, build your design with objects that have physical properties and make as many changes as you wish without having to redraw your views.

Who will benefit from doing this Course?

Anyone who would like to work in a drawing office environment or work with architectural plans in conjunction with a qualified Architect.

Programme Type

Revit® is an **Agent Programme**.

Admission Requirements

Grade 12 (Std 10) with basic computer skills and knowledge of Windows and Technical Drawing.

A knowledge of basic building construction would be an advantage.

Should you not meet the minimum entrance requirements, but have 2 years' relevant work experience, please contact the nearest Damelin branch to apply for possible access.

Additional Requirements:

In order to do this course you would need access to a personal computer which has the following minimum specifications:

- Windows® XP Home or Professional (SP1 or SP2),
- 1 GB RAM
- 1280 x 1024 monitor and display adapter capable of 24-bit color
- 3 GB free disk space
- MS-Mouse compliant
- Download and Installation from DVD

Programme Structure

- Exploring the Interface
- Starting a Project
- Creating a basic Floor Plan
- Creating and Modifying Views
- 3D Modelling
- Walls, floors and Ceilings
- Roofs
- Views visibilities and Sheets
- Drafting and Line work
- Schedules
- Rendering

Programme Duration

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

License duration for AutoCAD REVIT ARCHITECTURE software is valid for 13 months only.

Software

Autodesk Revit Architecture Suite (which includes AutoCAD) Student Software.

Student Assessment

You will be required to complete assessments and submit it to the college for marking.

Certification

On successful completion of this course you will be able to do the accredited Autodesk Competency exam which will give you Autodesk Certification.

For more information, please visit the AutoDesk website:
<http://www.autodesk.com/certification>

Career Prospects

Inventor will allow you to acquire the skills to generate a visual 3D rendered model assembled from various components. This course will give you the background to the principles of Draughting as well as the skill to create drawings using Computer Aided Software.

You will be able to:

- Understanding the basic principles of Draughting and the importance of accuracy of dimensions. Acquire the skill of generating 3D parametric models.
- Acquire the skill of using Inventor to visualize your ideas in 3D, build your design with objects that have physical properties which allows you to make as many changes as you wish without having to redraw your views.

Who will benefit from doing this Course?

Anyone who would like to work in mechanical design or in a mechanical drawing office environment.

Programme Type

Inventor® is an **Agent Programme**.

Admission Requirements

Grade 11 (Std 9). Basic computer skills and knowledge of Windows and Technical Drawing.

Should you not meet the minimum entrance requirements, but have 2 years' relevant work experience, please contact the nearest Damelin branch to apply for possible access.

Additional Requirements:

In order to do this course you would need access to a personal computer which has the following minimum specifications:

- Windows® XP Home or Professional (SP1 or SP2):
- 1 GB RAM
- 1280 x 1024 monitor and display adapter capable of 24-bit color
- 3 GB free disk space
- MS-Mouse compliant
- Download and Installation from DVD

Programme Structure

- Designing Parts
- Documenting Parts
- Assembling Parts
- Documenting Assemblies
- Presenting Models

Programme Duration

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

License duration for Autodesk Inventor Professional 2009 software is valid for 13 months only.

Software

Autodesk Inventor (which includes AutoCAD & AutoCAD Mechanical) Software.

Student Assessment

You will be required to complete assessments and submit it to the college for marking.

Certification

On successful completion of this course you will be able to do the accredited Autodesk Competency exam which will give you Autodesk Certification.

For more information, please visit the AutoDesk website:
<http://www.autodesk.com/certification>

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, therefore 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.



correspondence

The Career Development College

Register Today!

Our branches:

BRAAMFONTEIN

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

P.O. Box 31001, Braamfontein 2017

Tel: +27 11 712 2556, **Fax:** +27 11 712 2517

PRETORIA

Shop 6, 273 Andries Street, Pretoria 0002

P.O. Box 1332, Pretoria 0001

Tel: +27 12 352 9111, **Fax:** +27 12 322 6369

CAPE TOWN

Shop 34, Matador Centre, 62 Strand Street, Cape Town 8001

P.O. Box 4180, Cape Town 8024

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

DURBAN

The Educor Gallery, Educor House, 325 Smith Street,
Durban 4001

P.O. Box 2553, Durban 4000

Tel: +27 31 374 9750, **Fax:** +27 31 301 0301

PORT ELIZABETH

246 Cape Road, Mill Park, Port Elizabeth 6001

P.O. Box 27067, Greenacres 6057

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NELSPRUIT

25 Brown Street, Nelspruit 1201

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**