Go for it!

Achieve career success with Damelin Correspondence College, one of the most employer recognised colleges in Southern Africa.
Contents

• Message from the General Manager 2

• Why Choose Damelin Correspondence? 4

• Damelin Correspondence College Vocational Learning Programmes 6
  - Journalism & Media Studies Certificate 8
  - Introduction to Photography Short Course Certificate 9
  - Introduction to Graphic and Advertising Design Short Course Certificate 11
  - Introduction to Radio Broadcasting Short Course Certificate 13
  - Introduction to Digital Sound Engineering Short Course Certificate 15

• 10 Steps to Your Success 17

• Questions and Notes 19
Message from the General Manager

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 as a private FET college with the Department of Higher Education and Training until 31 Dec 2014. Prov. Reg. No. 2008/FE07/037

• Damelin Correspondence College (Pty) Ltd Provisionally accredited by Umalusi, the Council for Quality Assurance in General and Further Education and Training, www.umalusi.org.za. The provisional accreditation number for Damelin Correspondence College (Pty) Ltd is FET 00475 PA. 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.

• Damelin Correspondence College is a Registered Credit Provider, NCRCP 2325

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

Yours sincerely
Rakesh Patel
Damelin Correspondence College General Manager
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 branches in most major cities, 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.
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.

Admission requirements – Recognition of Prior Learning
Damelin Correspondence College applies the South African Qualification Authority’s (SAQA) policy of recognising prior learning. Therefore, if students do not meet the admission requirements of a particular learning programme, as stated in the entrance requirements for each course, they should contact the College to evaluate their prior learning and experience and decide if they can gain admission to the programme of their choice.
The Damelin Correspondence College Vocational Learning Programmes

The Damelin Correspondence College Vocational Learning Programmes present studies in a range of careers that include the hotel and hospitality industry, journalism and media industry, as well as the tourism and travel industry. Each of these fields offer the successful student a range of exciting career possibilities, both nationally and internationally. With 40 years worth of experience in education, Damelin Correspondence College ensures high-quality training and hands-on skills and knowledge, providing the successful student with an accredited and prestigious programme to advance their careers in any vocational environment.

Admission Requirements

It is important that a student’s choice of learning programme is based on his or her current level of education and experience. It is often detrimental to study success if a student registers for a programme for which he or she doesn’t 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.

Assessment methods

Internal assessments can be portfolios of evidence or assignments based or written exams.

National qualifications assessments consist of portfolios of evidence (formative and summative assessments)

Awards

Upon successful completion of all the applicable assessment requirements as stated in your study material you will be awarded the relevant award.
The Damelin Correspondence College Vocational Learning Programmes cont...

Damelin Correspondence College is proud to offer three new learning programmes in the field of Media Studies. They are uniquely designed to match the needs of individuals seeking substantial certification to launch their careers in the Photographic, Graphics and Media industries.

The learning programmes are:
- Journalism & Media Studies Certificate
- Introduction to Photography Short Course Certificate
- Introduction to Graphic and Advertising Design Short Course Certificate
- Introduction to Radio Broadcasting Short Course Certificate
- Introduction to Digital Sound Engineering Short Course Certificate
Career Prospects
The Damelin Certificate in Journalism and Media Studies is designed for those who would like to start a career in the field of journalism or who are already involved in journalism. The field of Journalism is rich with opportunity and offers a diversity of occupations, and can afford the student the opportunity to work in a variety of media institutions. From the ambitious, whose goal it is to be the first to report on headline events and who seeks risky, and rewarding work, to the person who prefers the more ‘behind-the-scenes’ work this learning programme will provide any interested student the edge in this exciting career.

Programme Type
The Certificate in Journalism and Media Studies programme is a Provider Programme.

Admission Requirements
Grade 12 (Std 10)

Programme Structure
The Damelin Certificate in Journalism & Media Studies consists of three modules.
- Understanding the News and Media
- Reporting and Writing News Stories
- Journalism Skills at work

Programme Duration
Students should be able to complete this course in 12 months.

Student Assessment
It is compulsory for students to submit assignments.

Certification
On successful completion the student will receive a Damelin Correspondence College Journalism and Media Studies Certificate.

Aim High
If students combine the Learning Programme in Journalism and Media Studies with the Photography Learning Programme when they register, they will benefit from significant discounts.
Introduction to Photography Short Course Certificate

Career Prospects
The Photography Certificate offered by Damelin Correspondence College has been developed for enthusiastic amateur photographers and those who wish to gain an insight into the exciting, and widely diverse arena of professional photography. Taking a good photograph requires a combination of excellent technical know-how and artistic flair. This learning programme is designed to develop these attributes in the student.

As a serious career photography offers a great deal of opportunity and flexibility.

Programme Type
The Introduction to Photography Short Course Certificate is an Orientation Programme.

Admission Requirements
Grade 12 (Std 10)
Equipment Requirements: A basic digital camera is required to complete the practical assignments in this learning programme.

Programme Structure
• What is Photography
• Light: How images are formed
• Lenses: Controlling the image
• Camera types common to both digital and film capture
• Using different focal length lenses
• Digital cameras: Basic operation, function and theory
• Lighting principles and equipment
• Organising the picture
• Filters for use with digital cameras
• Exposure measurement theory and techniques
• The digital image: post production
• Finishing and presenting work
Introduction to Photography
Short Course Certificate

Programme Duration
Students should be able to complete this course in 12 months.

Student Assessment
Students must submit assignments to the College for marking.

Certification
On successful completion the student will receive an Damelin Correspondence College Introduction to Photography Short course certificate.

Aim High
If students combine the Learning Programme in Photography with the Graphic and Advertising Design Learning Programme when they register, they will benefit from significant discounts.
Introduction to Graphic and Advertising Design Short Course Certificate

Career Prospects
In the business world, graphic and advertising design is essential for enhancing and optimising the power of communication with potential customers and clients. This learning programme covers the basic techniques, skills and thinking essential to these fields.

Programme Type
Introduction to Graphic and Advertising Design: Short course certificate programme is an Orientation Programme.

Admission Requirements
Grade 12 (Std 10)

Programme Structure
The Introduction to Graphic and Advertising Design: Short course certificate consists of 11 subjects:

- Introduction and illustration to graphic design and advertising
- Elements of art and the principles of design
- Film and television production
- Design for the internet
- Ethical practice in the industry
- Label design and packaging
- Photography and styling for brochure design
- Typographic design and corporate identity
- Layout design and the publishing industry
- Computer graphics and multimedia design
- Self-promotional design

Computer Component
Consider combining the Graphic and Advertising course with a Corel Draw or Photoshop software. Software is available from the college.

Programme Duration
Students should be able to complete this course in 12 months
Student Assessment
Students must submit assignments to the College for marking.

Certification
On successful completion the student will receive a Damelin Correspondence College Introduction to Graphic and Advertising Design Short course certificate

Aim High
If students combine the Learning Programme in Graphic and Advertising Design with the Photography Learning Programme when they register, they will benefit from significant discounts.
Build a career in Radio Broadcasting with Damelin Correspondence College.
The radio is quickly becoming the preferred way of communicating, not only is it cheaper than television, presenters also have the ability of reaching more people via radio. The radio is such a integral part of our daily lives, we hear it all around us, the soundwaves of music and the DJ sometimes becomes a household name in our lives.

Career Prospects
Radio stations are constantly looking for talent that can host shows. After completing this exciting Damelin learning programme, students will not only open opportunities for themselves to find employment in this exciting industry, but also the opportunity to be heard on national radio.

Programme Type
Introduction to Radio Broadcasting: Short course certificate programme is an Orientation Programme.

Admission Requirements
Grade 12 (Std 10)

Programme Structure
- Text Analysis
- Genre Analysis
- Media and Language
- Narrative Analysis
- Reception Theory
- Social Psychology of Media
- Radio Production
- Educational Media

Practical Assessment
If you want to further your studies practically, you can do so at an additional cost through the SABC Radio Broadcast Facilities (RBF). After you successfully complete the course you can contact the RBF National Contact Centre on 0861 723 723 to book a practical session as a venue near you.

This practical part of the course will teach you the skills needed to have a studio "demo" recorded. You can use this "demo" to approach radio stations for possible employment.
Student Assessment
Students must submit assignments to the College for marking.

Certification
On successful completion the student will receive a Damelin Correspondence College Introduction to Radio Broadcasting Short course certificate

Aim High
If students combine the Learning Programme in Radio Broadcasting with the Small Business Management Learning Programme when they register, they will benefit from significant discounts.
Introduction to Digital Sound Engineering Short Course Certificate

Career prospects
This course will introduce you to the Digital Sound Engineering field.

Programme Information
The Damelin Digital Sound Engineering course is structured in a user-friendly way that includes interesting practical assignments that should help you better understand digital music software and the many techniques that can be applied to audio. Many aspects of sound engineering are addressed in this course.

Programme Type
Introduction to Digital Sound Engineering: Short course certificate programme is an Orientation Programme.

Admission Requirements
Grade 12 (Std.10)

A fair level of computer skills with a basic understanding of Windows XP operation system necessary. Then it is imperative that you have access to a PC with the following requirements:

- Pentium Processor (800 MHz and above recommended)
- 384 Megs of RAM
- DVD Drive
- 16-bit Sound Card
- VGA Display Monitor (1024 x 768 pixels)
- 4.5 Gig HDD Space
- Windows MME Compatible Hardware
- USB Component Port
- Windows Operating Systems XP
- Internet Connectivity (License Authorisation)
- Blank CD’s x2
Introduction to Digital Sound Engineering Short Course Certificate

Programme Structure
- Getting started with Cubase
- An overview of Cubase
- Connecting your computer to your hardware mixing desk and your speakers
- What is digital audio
- Using the Cubase mixer
- Equalisation and the frequency spectrum
- Plug-in effects
- To compress or not to compress?
- Project window features and functions
- Recording and importing audio
- Editing and processing audio
- Mixing a drum kit
- The correct approach to mixing
- Live stage mixing

Programme Duration
Approximately 12 months

Student Assessment
Students must submit assignments to the College for marking.

Certification
After successful completion the student will receive a Damelin Correspondence College Introduction to Digital Sound Engineering Short Course Certificate.
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**
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 plus the certified copies of the relevant support documents to meet the entrance requirement of your chosen course to Damelin by:
- Posting it to Damelin Correspondence College, P.O Box 31001, Braamfontein, 2017, OR
- Taking it to your nearest Damelin office.

**Step 3**
Once the academic process has been successfully completed 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 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 Information Guide, a summary of important details;
- Certification Road Map, 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 and Envelopes, to make it easy for you to send in your assignments and queries to the College.
10 Steps to Success cont...

**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, there is a progress assignment which you can complete and send to the College for marking and/or model answers.

Note that the assignments are not compulsory, for examinable courses, and you can register for exams when you are ready.

**Step 8**
Enter for the examinations
- Follow the instructions on your Certification Road Map 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 award
- Join the thousands of successful past students of Damelin Correspondence College who are making a success of their careers.

Help is only a phone call away!
Should you have any queries about the learning programme you are interested in, please do not hesitate to contact a Damelin Student Consultant at the following number:

0860 61 61 61
Go for it!

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Make your mark with Damelin!