Computer II
Prospectus

Register Today!

JOHANNESBURG
1st Floor, Mineralia House
76 De Korte Street,
Braamfontein 2001
P. O. Box 31001, Braamfontein 2017
+27 11 712 2556
+27 11 712 2517

PRETORIA
Shop 6, 273 Andries Street,
Pretoria 0002
P. O. Box 1332, Pretoria 0001
+27 12 352 9111
+27 12 322 6369

CAPE TOWN
Shop 34, Matador Centre,
62 Strand Street, Cape Town 8001
P. O. Box 4180, Cape Town 8024
+27 21 417 8160
+27 21 417 0300

DURBAN
The Educor Gallery,
325 Anton Lembede (Smith) Street,
Durban 4001
P. O. Box 2553, Durban 4000
+27 31 374 9750
+27 31 301 0301

PORT ELIZABETH
246 Cape Road, Mill Park
Port Elizabeth 6001
P. O. Box 27067, Greenacres 6057
+27 41 363 0877
+27 41 363 0896

NELSPRUIT
25 Brown Street, Nelspruit 1201
+27 13 752 2400
+27 13 752 6184

NAMIBIA
Shop 17, Mezzanine Floor
BPI House, 269 Independence Ave.
Windhoek
+264 61 308 835
+264 61 308 691

Post your registration form to:
The Registrar, Damelin Correspondence,
P. O. Box 31001, Braamfontein, 2017

www.dcc.edu.za
info@damelin.edu.za

Make your mark with Damelin
D15021 11-10

Go for it!
Achieve career success with Damelin Correspondence College, one of the most employer recognised colleges in Southern Africa.
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• Please note that all Microsoft software packages that are supplied to students are OEM versions.
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.

For further information and distance learning guidance visit our website at:
www.dcc.edu.za
Over the past decade South Africa has developed an extensive technological base, creating a platform that allows it to compete internationally, and boosting the South African economy both locally and abroad. It is true, too, that South Africa is fast becoming the technology gateway to Africa. Against this background, there are limitless opportunities for those who have professional training in this industry.

With over 40 years’ experience in education, DCC ensures that its students receive high-quality training and hands-on skills. Successful students will be rewarded with accredited and prestigious qualifications that will advance their careers in any computer-related environment.

**Programme Information**

Most of the programmes in this prospectus lead to Damelin Correspondence College Certificates or Diplomas. Exceptions to this rule are the programmes that are externally examined, each of which is referred to as a ‘certification’.

**Admission Requirements**

It is essential that a student's choice of learning programme is based on their current level of education and experience. It would be detrimental to study success if a student registered for a programme for which they didn’t have the necessary educational background. We urge students to take a conservative, realistic approach and, in so doing, to build a solid foundation for further study.

**Assessment methods**

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

External assessment consists of assignments and written exams per subject. These are set and managed by external assessment bodies (such as ICB - Institute of Certified Bookkeepers or IBS (Institute of Business Studies).

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

External examinations are independently examined and certified at Prometric Testing Centres or ICDL Foundation-Accredited Testing Centres. Therefore, students must book their external exams directly with the relevant testing centre, and pay exam fees to that testing centre. (External exam fees are not included in the programme fee.) In some instances, students may buy exam vouchers from the College.

**Awards**

Upon successful completion of all the applicable assessment requirements as stated in your study material you will be awarded the relevant award.
You can complete almost all practice exercises using virtual machines rather than real server hardware. The following hardware is required to complete the lab exercises:

- Pentium Personal computer with minimum 1GHz (x86) or 1.4GHz (x64) processor (2GHz or faster recommended)
- 1 GB of RAM or more (4GB recommended; 8GB enables you to host all the virtual machines specified for all the practice exercises in the book)
- 15GB free hard disk space (60GB recommended; 80 GB enables you to host all the virtual machines specified for all the practice exercises in the book.)
- DVD-ROM Drive or DVD-Writer Drive
- Super VGA (1,024 x 768) or higher resolution video adapter and monitor
- Keyboard and Microsoft mouse or compatible pointing device.

Please note that the following are the basic requirements for the respective learning programmes:

**Introductory learning programmes**
Standard specifications are sufficient.

**Networking learning programmes**
Standard specifications, plus 1 GB hard-drive space

**Programming learning programmes**
Access to Windows 2000 or above
Standard specifications, as well as:
Visual Studio 2008

**IT Management learning programmes**
Standard specifications, plus:
MS Project 2007 software
Visual Studio 2008

**Bookkeeping learning programmes**
Standard specifications

Access to Office 2007 software, which is available through the College at a reduced rate. For further information, please contact a DCC Student Counsellor.
Introduction to PCs (Windows XP) Short Course Certificate

This course aims to provide a general introduction to personal computers using Microsoft Windows XP

Programme Type
Introduction to PCs (Windows XP) Short Course Certificate is an Orientation Programme.

Career Prospects
You will identify the components of a Microsoft Windows XP system; demonstrate basic understanding of commonly used applications; explain the impact of Microsoft Windows XP on society; explore Microsoft Windows XP careers; identify fundamental programming structures; and demonstrate proficiency in basic operating system functions.

Admission Requirements
Grade 10 (Std. 8)

Programme Structure
• Introduction to computers
• Input devices
• Processing data
• Data storage
• Output devices
• Managing data
• Working with applications

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

Student Assessment
You are required to complete and submit your assignments to the College for marking.

Certification
On successful completion you will receive your Damelin Correspondence College Introduction to PCs (Windows XP) Short Course Certificate.
Windows Vista allows you more avenues for communicating and sharing knowledge in a faster manner which is much needed in today’s information flooded digital world. Windows Vista is an exciting new operating system from Microsoft.

Programme Type
The Introduction to PCs (Windows Vista) Short Course Certificate is an Orientation Programme.

Career Prospects
This course will enable you to install and administer the Microsoft Windows Vista client operating system. You will learn about settings in which Microsoft Windows Vista is installed, and administer Microsoft Windows Vista for various user environments.

Admission Requirements
Grade 10 (Std. 8)

Programme Structure
• Defining a computer
• Managing computer contents
• Searching for content and using Help
• Browsing the Internet
• Communicating online
• Protecting your computer

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

Student Assessment
You are required to complete and submit your assignments to the College for marking.

Certification
On successful completion you will receive your Damelin Correspondence College Introduction to PCs (Windows Vista) Short Course Certificate.
IC3 Internet & Computing Core Certificate
(Using Windows Vista and Microsoft® Office 2007)

The Internet and Computing Core Certification (IC3) provides both students and The Global Standard 3 is an internationally recognized standard for digital literacy and reflects the most relevant skills for school and business today.

Career Prospects
The course is designed for students and job seekers with the foundation of knowledge needed to succeed in environments that require the use of computers and the Internet.

Programme Type
The IC3 Internet & Computing Core Certification in an Agent Programme

Programme Level
Beginner.

Course Description
IC3 programme is an internationally recognized standard for digital literacy and reflects the most relevant skills for school and business today.

Programme Structure
The certification consists of 3 modules:
- Computing Fundamentals
- Key Applications
- Living Online

Exams
Each module will be examined. To find a testing centre near you, visit www.certiport.com/iQcenterLocator

Certification
On passing the three IC³ exams you will receive the globally accepted and validated credential, IC³ Internet and Computing Core Certification.
ICDL - Drivers License Certificate

Career Prospects
Businesses value employees who have an accredited qualification in computer literacy. This internationally recognised learning programme in Computer Basics will train you to use computers in general business, according to international industry standards, and prepare you for the International Computer Drivers Licence (ICDL Foundation) examination. Secretaries, personal assistants, office managers and anyone who is required to do simple work on computers will benefit from this basic training. This learning programme can also form the basis for further studies in MS Word, Excel, PowerPoint and Outlook.

Programme Type
ICDL - Drivers License is an Agent Programme.
ICDL - Drivers License is an ICDL certification.

Programme Level
Beginner

Admission Requirements
Ability to operate a PC.

Programme Structure
• Basic concepts of information technology
• Using the computer and managing files
• Word-Processing: Microsoft Word 2007
• Spreadsheet: Microsoft Excel 2007
• Database: Microsoft Access 2007
• Presentation: Microsoft PowerPoint 2007
• The Internet guide

Programme Duration
Students should be able to complete this course in 18 months.

Computer Requirements
Please see page 8

Student Assessment
This programme is independently examined and certified by the ICDL Foundation. Once you have passed all your assignments, you must write seven external examinations at an ICDL Foundation Testing Centre. You need to book your exams, and pay your exam fees, in advance, at the relevant testing centre.

Certification
On successful completion of the external exam, you will receive the internationally recognised International Driving License Certificate.
Microsoft Certified Application Specialist Certificate (MCAS)

The Microsoft Certified Application Specialist (MCAS) credential is a globally recognized standard that validates skills with using the 2007 Microsoft Office system and Windows Vista. The successor to the Microsoft Office Specialist (MOS) credential, the Microsoft Certified Application Specialist credential meets the demand for the most up-to-date skills on the latest technologies from Microsoft.

The MCAS credential validates the skills that individuals and organizations depend on. Candidates who successfully complete the program by passing a certification exam prove that they meet globally recognized performance standards and are able to work productively and efficiently.

In addition, organizations that use the MCAS credential as a tool for quantitative skills measurement to facilitate identifying, hiring, promoting, and retaining qualified individuals can benefit from a streamlined recruitment process, greater individual productivity, and increased employee satisfaction.

Programme Type
The Microsoft Certified Application Specialist is an Agent Programme.

Programme Structure
• Word 2007
• Excel 2007
• PowerPoint 2007
• Outlook 2007
• Access 2007
• Windows Vista 2007
Entrance Requirements
No experience using the Internet is necessary.

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

Student Assessment
This course is externally examined at a Prometric Testing Centre. You will need to contact Prometric on 0800 99 11 20 two weeks in advance, before writing the external Microsoft exam. Please note that your exam fee is not included in your tuition fee.

Award
On successful completion of your external exams, you will receive an internationally recognised Certificate from Microsoft.
Career Guide to Computerised Bookkeeping Learning Programmes

Career

1. MS Excel User
2. Bookkeeper
3. Pastel User

Career Prospects
This learning programme offers to equip students with bookkeeping skills as well as the ability to use the Pastel Partner computerised accounting package effectively. Pastel is one of the most widely used electronic bookkeeping packages in South Africa. With a certification in Computerised Bookkeeping, and the skills to use Pastel, students will be able to apply for an entry-level bookkeeping position, or start their own businesses doing bookkeeping for individuals and small businesses.

Programme Type
Computerised Bookkeeping is a Self Employment Programme.

Programme Level
Intermediate

Admission Requirements
Grade 12 (Std. 10) or equivalent, with bookkeeping or accounting experience up to trial balance.

Programme Structure
- Processing the daily transactions of a business.
- Creation and maintenance of inventory items, a general ledger, and customer and supplier accounts.
- Completing month-end procedures such as inventory counts, bank reconciliations and printing of associated reports.
- Start your own small business
Programme Duration
Students should be able to complete this course in 24 months.

Computer Requirements
Please see page 8. Also note that the academic version of the Pastel Partner package is provided with the learning programme, and students may keep it on completion of the learning programme. This academic version has access to all the functionality for the Pastel Partner package, but is limited to 2 500 transactions.

Student Assessment
Students must complete and submit their assignments and test papers to the College for marking.

Certification
On successful completion, the student will receive a Damelin Correspondence College Computerised Bookkeeping Diploma.
Pastel 11 Certificate

Career Prospects
It is common knowledge that computerisation has revolutionised tasks that once were tedious and time-consuming. A prime example of this phenomenon is today’s high-speed, multi-functional electronic bookkeeping packages, which allow anyone to acquire bookkeeping skills. This learning programme will teach students to use Pastel Partner, one of the most popular and efficient bookkeeping packages on the market and an invaluable tool for accountants. With a certificate in Pastel Accounting, students will be qualified to apply for a position as a junior bookkeeper in a business that uses Pastel as its bookkeeping system. Alternatively, they could start their own businesses doing bookkeeping for individuals and small businesses.

Programme Type
Pastel 11 is an Agent Programme.
Pastel 11 is a Pastel certification.

Programme Level
Intermediate

Admission Requirements
Grade 12 (Std. 10) or equivalent, with bookkeeping or accounting experience up to trial balance.

Programme Structure
- General ledger
- Inventory
- Suppliers
- Customers
- General operation and facilities
- General ledger transactions
- Month-end procedures and reports

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

Computer Requirements
Please see page 8. Also note that the academic version of the Pastel Partner package is provided with the learning programme, and the learner may keep it on completion of the learning programme. This academic version has access to all the functionality for the Pastel Partner package, but is limited to 2 500 transactions.
Student Assessment
This course is externally examined by Pastel. Please go to www.pastel.co.za to find your nearest Pastel Authorised Training Centre. Please note that your exam fee is not included in your tuition fee.

Certification
On successful completion, the student will receive an Internationally recognised Certificate of Completion from Pastel.
**Career Prospects**
Adobe Photoshop CS5 is the professional image-editing standard for creating, editing and retouching images that can be used in all media, including print, the web, and wireless devices. It empowers users to be more efficient and work smarter under tight deadlines and exceed client expectations.

**Programme Type**
Adobe Photoshop CS5 is an Agent Programme.

**Programme Level**
Intermediate

**Admission Requirements**
Grade 10 (Std. 8) and you must be PC literate.

**Programme Structure**
- Basic Image Enhancement
- Refined Masking, Image Effects and Retouching
- Photo Printing and Colour

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

**Assessment**
This course is externally examined at a Prometric Testing Centre. You will need to contact Prometric on 0800 99 11 20 two weeks in advance, before writing the external Microsoft exam. Please note that your exam fee is not included in your tuition fee.

**Certification**
On successful completion of your exams, you will receive your international recognised Certificate from Adobe.
CorelDRAW X4
Short Course Certificate

Career Prospects
CorelDRAW® X4 contains many features and tools that enable you to create attractive illustrations, brochures, logos, and other such artwork. Getting to know this software and its working will help you in creating effective compositions efficiently. In this course, you will explore the basics of CorelDRAW®, customize the application to suit your needs, create graphical objects and format them, add text to the objects, and set advanced printing options. Use CorelDRAW X4 to create the brochure and enhance its appearance with advanced colors, charts, graphics, and formulas.

Programme Type
The Coreldraw x4 programme is a Continuous Professional Development Programme.

Programme Level
Intermediate

Admission Requirements
Grade 10 (Std. 8) and you must be PC literate.

Programme Structure
• Getting Started with CorelDRAW® X4
• Creating Graphical Objects
• Formatting Objects
• Manipulating Text
• Working with Tables
• Enhancing a Drawing
• Working with Advanced Printing Options
• Working with Templates
• Working with Pages
• Creating a Design
• Manipulating a Drawing
• Working with Images
• Developing Interactive Elements
• Simplifying Tasks
• Finalizing a Document

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

Student Assessment
You are required to complete and submit your assignments to the College for marking.

Certification
On successful completion you will receive your Damelin Correspondence College CorelDRAW X4 Short Course Certificate.

Aim High
If students combine the CorelDRAW X4 Short Course Certificate with Adobe Photoshop CS5 Certification when they register, they will benefit from significant discounts.
Computer Graphic Artist Diploma

Intro to PC’s (windows vista)
Windows Vista allows more avenues for communicating and sharing knowledge in a faster manner which is much needed in today’s information flooded digital world.

Course Content
- Defining a Computer
- Managing Computer contents
- Searching for Content and Using Help
- Browsing the Internet
- Communicating online
- Protecting your computer

CorelDRAW® X4 contains many features and tools that enable you to create attractive illustrations, brochures, logos, and other such artwork. Getting to know this software and its working will help you in creating effective compositions efficiently. In this course, you will explore the basics of CorelDRAW®, customize the application to suit your needs, create graphical objects and format them, add text to the objects, and set advanced printing options.
Use CorelDRAW X4 to create the brochure and enhance its appearance with advanced colors, charts, graphics, and formulas.

Course content
- Getting Started with CorelDRAW® X4
- Creating Graphical Objects
- Formatting Objects
- Manipulating Text
- Working with Tables
- Enhancing a Drawing
- Working with Advanced Printing Options
- Working with Templates
- Working with Pages
- Creating a Design
- Manipulating a Drawing
- Working with Images
- Developing Interactive Elements
- Simplifying Tasks
- Finalizing a Document

Photoshop
Adobe Photoshop CS5 has many new features that are targeted at professional photographers. It is also one of the most widely-used graphics programmes on the market. Adobe Photoshop can be an invaluable tool for creating graphics, allowing you to begin with scanned photographs or artwork drawn by hand. The result can include retouched and colour-corrected photographs, photo illustrations, and so on.
Course Content

- Basic Image Enhancement
- Refined Masking, Image Effects and Retouching
- Photo Printing and Colour

Start your Own Small Business

(Subject forming part of the Self-Employment Programmes)

This subject was added to all Job Creator programmes in all schools in the attempt to give students on these programmes a sense of what they will go through and equip them on the skills required when starting up your own business.

The subject is programmed into non examinable programmes but an agreement with the ICB has given us the option to allow our students doing this subject to be allowed to write a formal exam with the ICB that will give them 23 credits towards the National Qualification: Small Business Financial Management.

In practice what will happen is that students will do the subject in their programme as normal, once they have completed the programme and been awarded the College Certificate or Diploma they can then decide to carry on and register with the ICB to write the formal exam at a nominal fee.

Their names will be uploaded onto the NLRD for the specific unit standards covered in the subject.

The subject consists of 4 unit standards namely:

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>114736</td>
<td>Record business financial transactions</td>
<td>Level 4</td>
<td>5</td>
</tr>
<tr>
<td>114735</td>
<td>Perform Value Added Tax calculations and complete returns</td>
<td>Level 4</td>
<td>5</td>
</tr>
<tr>
<td>114737</td>
<td>Record business financial transactions</td>
<td>Level 4</td>
<td>6</td>
</tr>
<tr>
<td>114733</td>
<td>Record business financial transactions</td>
<td>Level 4</td>
<td>7</td>
</tr>
</tbody>
</table>

The subject will be assessed like all other ICB skills programmes, only this subject has 3 formative assessments compared to the others 5. All assessments are handed in at the assessment centre as a POE upon writing the final exam.

Certification

On successful completion you will receive your Damelin Correspondence College Computer Graphic Artist Diploma.
Adobe Print Specialist Certificate

**Career Prospects**
Design and produce your printed documents reliably and efficiently with Adobe Print Specialist knowledge. Whether your projects are destined for high-end printing, a digital press, or multi-channel publishing, this course can help you meet the most demanding deadlines.

**Programme Type**
Adobe Print Specialist is an Agent Programme.

**Course Outcomes**
You will learn to create and deliver eye-catching printed documents. This course is intended for graphic designers, creative professionals, print professionals, publishers, pre-press professionals, and marketing communications professionals. In this course, you will deploy advanced techniques to enhance the look and functionality of your documents.

**Admission Requirements**
Before taking this course, you should be familiar with the basic functions of their computer’s operating system such as creating folders, launching programs, and working with windows. You should also have the basic Windows application skills, such as copying and pasting objects, formatting text, and saving files.

**Programme Structure**
- In Design CS4 Level 1
- In Design CS4 Level 2
- Adobe Acrobat 9 Level 1
- Adobe Acrobat 9 Level 2
- Adobe Photoshop CS4 Level 1
- Adobe Photoshop CS4 Level 2
- Adobe Illustrator Level 1
- Adobe Illustrator Level 2

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

**Student Assessment**
This course is externally examined at a Prometric Testing Centre. You will need to contact Prometric on 0800 99 11 20 two weeks in advance, before writing the external exam. Please note that your exam fee is not included in your tuition fee.

**Certification**
On successful completion of your external exams, you will receive an internationally recognised Adobe Certificates.
Career Prospects
You’ve probably worked with some design or video editing applications to create imagery, either static or animated. However, you now need to create more sophisticated video clips than you have before, either for broadcast or for the web. In this course, you’ll use Adobe After Effects 7.0 to create high quality, two-dimensional motion graphics by combining multiple media files and effects.

Programme Type
Adobe Video Specialist is an Agent Programme.

Course Outcomes
You will create 2D compositions with sequenced media clips, layers with animation, transparency, and effects, and will render the output for either broadcast or Internet distribution. You will also create a video program that combines video, audio, and still images, using Adobe Premiere Pro.

Upon successful completion of this course, students will be able to:

• Create a composition with media clips that play in a sequence.
• Apply motion and animated effects to overlaying media elements.
• Control the sequence and duration of footage items, as well as nested compositions within a composition.
• Create transparency in layers with track mattes, masks, and stencils.
• Integrate After Effects with other applications.
• Render a project as a single file, with the setting that you choose.

Admission Requirements
Before taking this course, you should be familiar with the basic functions of your computer’s operating system, such as creating folders, launching programs, and working with windows. You should also have basic Windows application skills, such as copying and pasting objects, formatting text, saving files, etc. You typically have experience using a video editing application, such as Adobe Premiere or Apple Final Cut Pro, as well as at least basic experience in graphics applications, such as Adobe Photoshop and Illustrator.
Adobe Video Specialist Certificate

Programme Structure
• Creating a Composite
• Animating Layers and Effects
• Sequencing Layers Precisely
• Creating Transparency
• Integrating After Effects with Other Applications
• Outputting Video Files
• Exploring the Photoshop Environment
• Working with Image Areas
• Working with Layers
• Enhancing Images
• Saving Images for Web and Print
• Managing Assets with Adobe® Bridge
• Assembling a Project
• Editing a Sequence
• Working with Audio
• Capturing Media
• Exporting Video

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

Student Assessment
This course is externally examined at a Prometric Testing Centre. You will need to contact Prometric on 0800 991 120 two weeks in advance, before writing the external exam. Please note that your exam fee is not included in your tuition fee.

Certification
On successful completion of your external exams, you will receive internationally recognised Adobe Certificate.
Adobe Web Specialist Certificate

Career Prospects
Adobe® Photoshop® has been an indispensable image editing software application for many years. As an aspiring graphic designer, you would like to familiarize yourself with image creation and editing using this software. Understanding the different tools and features available in Photoshop CS4 will help you to maximize your creative potential. In this course, you’ll use the several tools and features of Photoshop CS4 to work with images.

Programme Type
Adobe Web Specialist is an Agent Programme.

Course Outcomes
You will explore the Photoshop CS4 interface and use several tools for selecting parts of images. You will learn to use layers and to apply layer effects and filters to create special effects. Additionally, you will use painting tools and blending modes to create shading effects. Finally, you will save images in print and web formats.

Upon successful completion of this course, students will be able to:
• Explore the Photoshop CS4 Environment
• Work with Image Areas
• Work with Multiple Layers
• Enhance Images
• Save Images in the Web, Print and PDF Formats
• Manage Assets by using the various tools available in Adobe Bridge

Admission Requirements
Before taking this course, you should be familiar with the basic functions of your computer’s operating system, such as creating folders, launching programs, and working with windows. You should also have basic Windows application skills, such as copying and pasting objects, formatting text, saving files, etc. You typically have experience using a video editing application, such as Adobe Premiere or Apple Final Cut Pro, as well as at least basic experience in graphics applications, such as Adobe Photoshop and Illustrator.
Adobe Web Specialist Certificate

Programme Structure
• Exploring the Photoshop Environment
• Working with Image Areas
• Working with Layers
• Enhancing Images
• Saving Images for Web and Print
• Managing Assets with Adobe® Bridge
• Masking and Clipping Layers
• Masking with Vector Paths
• Enhancing Photographs
• Creating Special Effects
• Working with Video Files
• Automating Tasks
• Getting Started with Dreamweaver
• Creating a Website
• Adding Design Elements to Web Pages
• Working with Links
• Working with Frames
• Uploading a Website

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

Student Assessment
This course is externally examined at a Prometric Testing Centre. You will need to contact Prometric on 0800 991120 two weeks in advance, before writing the external exam. Please note that your exam fee is not included in your tuition fee.

Certification
On successful completion of your external exams, you will receive an internationally recognised Adobe Certificate.
Adobe Certified Associate Certificate

Career Prospects
This certification is a credential that validates entry-level skills needed to plan, design, build and maintain effective communications by using different forms of digital media.

Developed and deployed by Certiport, each associate-level certification exam will correspond to a particular Adobe application used for digital communication. These are:

• Web Communications using Adobe® Dreamweaver®
• Rich Media Communications using Adobe Flash®
• Visual Communication using Adobe Photoshop®

Entrance Requirements
PC Literate

Programme Duration
Students should be able to complete each course within 12 months.

Choose one of the following:

Web Communication
Course Content
• Setting project requirements
• Planning site design and page layout
• Understanding the Adobe Dreamweaver CS4 interface
• Adding content by using Dreamweaver CS4
• Organizing content by using Dreamweaver CS4
• Evaluating and maintaining a site by using Dreamweaver CS4

Rich Media Communication
Course Content
• Setting project requirements
• Identifying rich media design elements
• Understanding Adobe Flash CS4 Interface
• Building rich media elements by using Flash CS4
• Evaluating rich media elements

Visual Communication
Course Content
• Setting project requirements
• Identifying design elements when preparing images
• Understanding Adobe Photoshop CS4
• Manipulating images using Adobe Photoshop CS4
• Publishing data images using Adobe Photoshop CS4
Adobe Certified Associate Certificate  

Assessment and Exam
These courses are externally examined at Certiport testing Centres. Please locate your nearest testing Centre by visiting www.certiport.com. Please note that your exam fee is not included in your tuition fee.

Certification
On successful completion of your external exams you will receive internationally recognised Adobe Certificates.
Information System Management Certificate

**Career Prospects**
Businesses give preference to applicants who have creditable certification in computer literacy. This learning programme gives students a chance to catch up with the rapid computer revolution, by providing a grounding in the uses and applications of computers. It covers an introduction to computers and information systems, as well as financial accounting and basic programming. An Information Systems Management Certificate will be particularly useful for clerical workers who wish to learn more about computers and business, as well as those who are already employed in the computer industry but need formal training and exposure to business and management issues.

**Programme Type**
Information System Management (Certificate) is a Provider Programme.

**Programme Level**
Beginner

**Admission Requirements**
ICDL Foundation Certification or a Damelin correspondence college Short Introduction to Computers Short Course Certificate, or equivalent

**Programme Structure**
- Introduction to computer studies
- Information Systems I
- Financial Accounting I
- Management I
- Communication
- Introduction to Visual Basic .NET (2005)

**Programme Duration**
Students should be able to complete this course in 18 months.

**Computer Requirements**
Please see page 8.
**Assessment and Exam**

You are required to write an exam for the subjects listed below. Please note that there are exam sittings in June and October. You will need to submit an examination entry form, together with the prescribed examination fee to the College before the closing date for the next examination.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>ASSESSMENT REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informations Systems 1</td>
<td>Internally Examinable</td>
</tr>
<tr>
<td>Financial Accounting 1</td>
<td>Internally Examinable</td>
</tr>
<tr>
<td>Management 1</td>
<td>Internally Examinable</td>
</tr>
<tr>
<td>Business Communication</td>
<td>Internally Examinable</td>
</tr>
</tbody>
</table>

You are required to submit your assessments to the College for the following subject.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>ASSESSMENT REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to PC’s (Vista)</td>
<td>Non-examinable. Students need to submit all their assignments to the college for marking.</td>
</tr>
<tr>
<td>Introduction to PC’s (Windows XP)</td>
<td>Non-examinable. Students need to submit all their assignments to the college for marking.</td>
</tr>
<tr>
<td>Introduction to Visual Basic. NET</td>
<td>Non-examinable. Students need to submit all their assignments to the college for marking.</td>
</tr>
</tbody>
</table>

**Award**

On successful completion you will receive your Damelin Correspondence College Information Systems Management Certificate.
Career Prospects
This diploma learning programme is suitable for those who wish to consider information systems from a manager's point of view. It is relevant to middle and top-level managers who need to improve their knowledge and understanding of the ways in which information technology can impact their businesses. The Information Systems Management Diploma will be particularly useful to office staff or managers who need formal exposure to business and management issues and how these relate to information technology. This learning programme will also help the student to overcome any problems they encounter in implementing information systems.

Programme Type
Information System Management (Diploma) is a Provider Programme.

Programme Level
Advanced

Admission Requirements
A Damelin correspondence college Certificate in Information Systems Management Certificate, or equivalent, is recommended.

Programme Structure
• Financial Accounting II
• Information Systems II
• Human Resource Management I
• Internal Auditing
• Business Law
• Management II
• Statistics
• Visual Basic.NET

Programme Duration
Students should be able to complete this course in 24 months.

Computer Requirements
Please see page 8.
Assessment and Exam
You are required to write an exam for the subjects listed below. Please note that there are exam sittings in June and October. You will need to submit an examination entry form, together with the prescribed examination fee to the College before the closing date for the next examination.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>ASSESSMENT REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informations Systems 2</td>
<td>Internally Examinable</td>
</tr>
<tr>
<td>Financial Accounting 2</td>
<td>Internally Examinable</td>
</tr>
<tr>
<td>Human Resources Management 1</td>
<td>Internally Examinable</td>
</tr>
<tr>
<td>Internal Auditing</td>
<td>Internally Examinable</td>
</tr>
<tr>
<td>Principles of Business Law</td>
<td>Internally Examinable</td>
</tr>
<tr>
<td>Management 2</td>
<td>Internally Examinable</td>
</tr>
<tr>
<td>Statistics</td>
<td>Internally Examinable</td>
</tr>
</tbody>
</table>

You are required to submit your assessments to the College for the following subject.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>ASSESSMENT REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Visual Basic.NET</td>
<td>Non-examinable. Students need to submit all their assignments to the college for marking.</td>
</tr>
</tbody>
</table>

Award
On successful completion you will receive your Damelin Correspondence College Information Systems Management Diploma.
If you are taking this programme, you probably have some professional exposure to the duties of a project manager, or you may be considering embarking on a career in professional project management. Your ability as a project manager to demonstrate best practices in project management - both on the job and through professional certification - is becoming the standard to compete in today’s fast-paced and highly technical workplace. In this programme, you will apply the generally recognized practices of Project Management Body of Knowledge (PMBOK).

Course Objective:
You will apply the generally recognized practices of Project Management.

Target Student:
This programme is ideal for project managers who have a solid foundation to establish a fully integrated project management system to monitor, process and communicate large volumes of project information.

Programme Type
Project Management - Expert is an Agent Programme.

Entrance Requirements
Grade 12 (Std 10).

Course Duration
You should be able to complete the theory component within 12 months.

Course Content
- Examining Professional Project Management
- Initiating a Project
- Planning Project Work
- Developing Project Schedules
- Developing Cost Estimates and Budgets
- Planning Project Quality, Staffing, and Communications
- Analyzing Risks and Planning Risk Responses
- Planning Project Procurements
- Executing Project Work
- Managing Project Procurement
- Monitoring and Controlling Project Work
• Monitoring and Controlling Project Schedule and Costs
• Monitoring and Controlling Project Performance and Quality
• Monitoring and Controlling Project Risks and Procurements
• Closing the Project

| Project Management
<table>
<thead>
<tr>
<th>Eligibility Requirements</th>
<th>OR</th>
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<tbody>
<tr>
<td></td>
<td>- High School Diploma/global equivalent</td>
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<tr>
<td></td>
<td>- 5 years project management experience</td>
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<tr>
<td></td>
<td>- 35 hours project management project</td>
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<tr>
<td></td>
<td>- Bachelor’s degree/global equivalent</td>
</tr>
<tr>
<td></td>
<td>- 3 years project management experience</td>
</tr>
<tr>
<td></td>
<td>- 35 hours project management education</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Steps to obtaining Credential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application process + multiple choice exam</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credential Maintenance Cycles and Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 years; 60 PDUs</td>
</tr>
</tbody>
</table>

**About this programme**
• The full name of the programme is: Project Management - Expert.
• There are no assessments required for this programme.
• You will not receive an award for this course from Damelin Correspondence College.
• This programme will prepare you to write the PMP (Project Management Professional) exam with the external body PMI (Project Management Institute).
• This programme is not endorsed or accredited by PMI.
• This programme will prepare you to write the PMI exam.

**Certification**
On successful completion you will receive your Internationally recognised CompTIA Project Management Professional Certificate.
Career Prospects
The Microsoft Certified Technology Specialist (MCTS) credential is internationally recognised and enables professionals to target specific technologies and distinguish themselves by demonstrating in-depth knowledge and expertise in their specified fields.

This course is designed for team members, project leaders, project managers, schedulers or any user of Microsoft Office Project (Standard or Professional edition 2010) who plan to take the MCTS exam to certify that they can build, maintain and control well-formed project plans. Candidates who earn the MCTS: Managing Projects with Microsoft Office Project 2010 certification have demonstrated the breadth and depth of their skills and knowledge of how to:

• Configure tools and options;
• Set up a project;
• Estimate, schedule, and budget tasks;
• Work with project resources; and
• Update and report on project performance.

Admission Requirements
This course assumes that you have a solid understanding of project management methodology as taught by the Project Management Body of Knowledge (PMBOK) and that you are familiar with Microsoft Windows-based programs.

Please check that you:
• Understand common project management terms such as 'stakeholder', 'sponsor', 'tasks', 'scope' and 'milestone';
• Have a familiarity with Project Management Body of Knowledge (PMBOK); and understand common Windows functions including Save, Close, and New.

Programme Duration
Students should be able to complete this course in 12 months.
Course Content
- Project Initiation
- Project Plan
- Execute, Monitor, and Control the Project Plan
- Team Collaboration and Multiple Projects
- Closing the Project

Assessment and Exams
The Microsoft Certified Technology Specialist MCTS Managing Projects with the MS Office Project 2010 is externally examined at a Prometric Testing Centre. Please contact your nearest testing centre on 0800 991 120 two weeks in advance, before writing the external CompTIA exams. Please note that your exam fee is not included in your tuition fee.

Award
On successful completion of your external exams you will receive the internationally recognised Microsoft Certificate in MS Projects 2010.
The CTP TT0-201 exam validates that an individual has the core knowledge and skills required by equipment manufacturers, their channel partners, and end-users to sell and service convergence technologies. Due to the rapid adoption of convergence technologies since the previous exam was released in 2002, the CTP 2007 exam represents a complete upgrade with many new and important topic additions.

**Target Audience**
The target audience for CTP certification is anyone interested in pursuing or advancing an information or communications technology career. CTP provides the skills and knowledge to prepare individuals for specific job roles within the convergence technologies industry, including:

- Technical Sales and Technical Representatives
- Enterprise IT professionals that support voice and data applications
- Implementation and Application Sales Professionals
- Sales Engineers

**Programme Type**
The Convergence Technologies Professional is an **Agent Programme.**

**Entrance Requirements**
Candidates should have a minimum of 18-24 months of experience in all three CTP knowledge domains:

- Data Networking
- Telephony Networking or
- Convergence Technology

**Course Objective**
**Data and Internet Protocol (IP) Networking for Convergent Networks**

- Relate networking models and standards to convergence networking practices
- Identify appropriate local area network/wide area network (LAN/WAN) infrastructures
- Plan an Internet Protocol (IP) network
- Describe wireless networks
- Troubleshoot convergent networks
- Identify elements and benefits of a virtual LAN (VLAN)
- Define Quality of Service (QoS)
Voice and Telephony Service, Functions and Technologies
• Describe codecs and Pulse Code Modulation (PCM)
• Define Integrated Services Digital Network (ISDN) elements and concepts
• Identify common voice services and feature sets
• Identify and troubleshoot problems with voice calls in digital and analog environments

Convergence Technologies
• Identify essential elements of a convergent network
• Identify requirements for transporting text, voice, video, modem and fax through a converged solution
• Identify methods for providing video services through a converged solution
• Explain how protocols such a Realtime Transport Protocol (RTP), Realtime Transport Control Protocol (RTCP), Session Initiation Protocol (SIP), H.33 and Media Gateway Control (Megaco) are used to carry and control convergent network traffic
• Identify common convergence devices
• Troubleshoot common convergence technology
• Identify security issues for converged networks

Assessment
The Convergence Technologies Professional Course is externally examined at a Prometric Testing Centre. Please contact your nearest centre on 0800 991 120 two weeks in advance, before writing the CTP TT0-201 Certification examination. Please note that your exam fees are not included in your tuition fee.

Award
On successful completion of your external exams, you will receive your CompTIA Convergence Technologies Professional Certificate.
We are living in the information age. All businesses require information systems in order to operate effectively. Systems Analysis and Design is the process of developing information systems that effectively use hardware, software, data processes and people to support the company’s business objectives.

Systems Analysis is normally done by a systems analyst working in the IT department in conjunction with users from the user department. Systems analysis processes involve team work. A successful project team consists of welltrained people from IT as well as user departments.

Programme Type
Systems Analysis and Design is a continuous Professional Development Programme.

Career Opportunities
This Short Course Certificate is aimed at IT professionals who are serious about a career in IT and need to develop sound analytical skills. The course is also aimed at business people who need to understand the processes involved in systems analysis and design.

Entrance Requirement
Grade 12 (Std. 10)

Course Duration
You should be able to complete this course within 12 months.

Course Content
Systems Analysis level:
• The System Analysis Process
• Defining and Documenting User Requirements
• Completing the System Analysis Phase
• Project Management

Systems Design level:
• User Interface, Input and Output Design
• File and Database Design
• Architecture and Design
• Systems Development and Evaluation
• Systems Operation and Support

Assessment
You are required to complete and submit your assignments to the College for marking.
Award
On successful completion of this course, you will receive your Damelin Correspondence College Systems Analysis and Design Short Course Certificate.

Additional Requirements
Damelin Correspondence College recommends the following requirements for a standard PC setup:

• Personal computer with minimum 1GHz (x86) or 1.4GHz (x64) processor (2GHz or faster recommended).
• 512 MB of RAM or more (2 GB recommended; 4 GB enables you to host all the virtual machines specified for all the practice exercises in the book).
• 15 GB free hard disk space (40 GB recommended; 60 GB enables you to host all the virtual machines specified for all the practice exercises in the book).
• CD ROM drive or DVD-ROM drive.
• Super VGA (1,024 x 768) or higher resolution video adapter and monitor.
• Keyboard and Microsoft mouse or compatible pointing device.
10 Steps to Success

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 31001, Braamfontein, 2017, 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 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 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, 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.

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!

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