DameLin correspondence
The Career Development College

Enrol • Qualify • Achieve
With one of the most employer recognised colleges
Programme Types offered at Damelin Correspondence College

Programme Types offered at Damelin Correspondence College (DCC)

1. National Qualifications are credit-bearing qualifications registered on the NQF (National Qualifications Framework) and accredited by a Quality Assurance Body, such as a SETA (Sector Education and Training Authority). A skills programme is an accredited component of a National qualification.

2. Agent Programmes are programmes for which Damelin Correspondence College offers tuition, but where DCC does not issue the final certificate. The Agent Body issues the final certificate and manages the final examinations.

3. Damelin Correspondence College Programmes are DCC’s own programmes that are not linked to the NQF and are not credit-bearing. However, they are in high demand and carry the approval of the Damelin Correspondence College Academic Board.

Damelin Correspondence College Programmes fall into four categories:

• **Damelin Correspondence College Career Programmes** are DCC’s own programmes that are designed to teach you the skills and knowledge to succeed in a particular career.

• **Damelin Correspondence College Continuous Professional Development (CPD) Short Courses** are courses that help you add to your current professional knowledge in a particular field, and hence boost your abilities within your career.

• **Damelin Correspondence College 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 enrol on a full programme.

• **Damelin Correspondence College Self-Employment Programmes** are 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.
Introduction

Information Technology plays a critical part in any business. In many organisations the computer systems form the core of the business. Often the entire business is totally dependent on the computer system and no work can be done without it operating correctly. All administrative and management staff should have a good understanding of computer systems. Damelin Correspondence Course’s Information Technology courses are designed for administrative, management and computer staff. These courses will increase your knowledge of information systems in a business environment.

All Microsoft software consists of OEM (Original Equipment Manufacturer) versions.
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 other relevant departments. Systems analysis processes involve teamwork. A successful project team consists of well-trained people from IT as well as users from other departments.

**Programme Type**
The Damelin Correspondence College Systems Analysis and Design Short Course Certificate is a DCC Continuous Professional Development (CPD) Programme, that is approved by the DCC Academic Board.*

**Entrance Requirements**
Grade 12 (Std. 10) or equivalent, or relevant work experience (2 years).

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

**Systems Analysis and Design**
This course enables you to do the following:
- develop your practical systems analysis and design skills;
- develop your understanding of important IT developments and trends;
- develop your project management skills and show you how to plan, schedule, monitor and report on IT projects;
- show you how a mix of structured analysis methods, object-oriented methods and project management can be used to build an information system;
- give you an in-depth understanding as well as practical experience of the five phases of the systems development life cycle (SDLC):

*Non-credit bearing/Not aligned to NQF*
- systems planning,
- systems analysis,
- systems design,
- systems implementation, and
- systems operation, support and security;

- learn how information technology supports operational and business requirements in today's intensely competitive environment;
- learn how to interact with users, management and other IT professionals in a typical business organization;
- promote your critical thinking skills; and
- supply you with a comprehensive systems analysis toolkit that highlights four major cross-functional tools used by systems analysts:
  - communication tools;
  - CASE tools;
  - Financial analysis tools; and
  - Internet resource tools.

Course Content
- Introduction to Systems Analysis and Design
- Analyzing the Business Case
- Managing Systems Projects
- Requirements Modeling
- Data and Process Modeling
- Object Modeling
- Development Strategies
- Output and User Interface Design
- Data Design
- System Architecture
- Managing Systems
- Implementation
- Managing Systems Support and Security
- Communication Tools
- CASE Tools
- Financial Analysis Tools
- Internet Resource Tools
Assessment
All the required assignments must be completed and sent to the College for marking. All assignments must be successfully passed in order to obtain the award.

Award
On successful completion of this course you will receive your Damelin Correspondence College Systems Analysis and Design Short Course Certificate.

Your kit items

*Damelin Correspondence College reserves the right to change the kit items without prior notice.
The Certificate in Information Systems Management aims to give students grounding in the use and application of computers. The course starts with an Introduction to Computers and Information Systems, covers financial accounting and elementary programming, and provides the basics for managing information systems in a business environment.

Programme Type
The Damelin Correspondence College Information Systems Management Certificate is a DCC Career Programme, that is approved by the DCC Academic Board.*

Entrance Requirement
Grade 12 (Std.10) or equivalent, or relevant work experience (2 years).

Course Duration
You should be able to complete this course within 18 months.

Course Content
- Introduction to PCs (Windows 7)
- Financial Accounting
- Information Systems
- Management
- Business Communication
- Introduction to Visual Basic .NET

Assessment and Exam Information
The course includes four examinable and two non-examinable subjects. For the examinable subjects, your assignments are optional, but you have to pass all exams. For the non-examinable subjects, your assignments must be sent to the college for marking. In order to achieve your award, you have to pass all exams and compulsory assignments. The examinable subjects are indicated in the table below:

*Non-credit bearing/Not aligned to NQF
Damelin Correspondence College Information Technology

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>ASSESSMENT REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information 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 assignments to the College for marking and pass them successfully, for the following subjects:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>ASSESSMENT REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to PCs (Windows 7)</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 of this course, you will receive your Damelin Correspondence Information Systems Management Certificate.
This course is ideal for students who need management training and want to gain a sound knowledge of Information Systems. Students who are already in the computer industry will also benefit from this course. The Damelin Correspondence Course Diploma in Information Systems Management is perfect preparation for aspiring Information Systems or Information Technology Managers.

Programme Type
The Damelin Correspondence College Information Systems Management Diploma is a DCC Career Programme, that is approved by the DCC Academic Board.*

Entrance Requirement
Grade 12 (Std 10) or equivalent, with Damelin Correspondence College Certificate in Information Management or equivalent, or relevant work experience (2 years).

Course Duration
You should be able to complete this course within 24 months.

Course Content
• Financial Accounting II
• Information Systems II
• Human Resource Management I
• Internal Auditing
• Principles of Business Law
• Management II
• Statistics
• MCTS Windows Forms Application Development

Assessment and Exam Information
The course includes seven examinable and one non-examinable subject. For the examinable subjects, your assignments are optional, but you have to pass all exams. For the non-examinable subject, your assignments must be sent to the college for marking. In order to achieve your award, you have to pass all exams and compulsory assignments. The examinable subjects are indicated in the table below:

*Non-credit bearing/Not aligned to NQF
**Damelin Correspondence College Information Systems Management Diploma**

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>ASSESSMENT REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Accounting 2</td>
<td>Internally examinable</td>
</tr>
<tr>
<td>Information Systems 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 assignments to the College for marking and pass them successfully, for the following subjects:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>ASSESSMENT REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCTS Windows Forms Application Development</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 Information Systems Management Diploma.
This course teaches the fundamentals of SQL server 2008. Get the guidance you need to build database solutions that solve real-world business problems. Learn to integrate SQL server data in your applications, write queries, develop reports, and employ powerful business intelligence systems. The focus of this course is on providing an overview of each feature in sufficient depth to allow you to build SQL server applications. You will learn how to install each of the components, configure and manage instances, and build databases, and how each tool enables you to develop and manage your database environment.

Entrance Requirement
Grade 12 (Std. 10) with PC literacy using a Windows Operating System or Damelin Correspondence Course Introduction to Databases or relevant work experience (2 years).

Programme type
The Damelin Correspondence College Introduction to SQL Certificate is a DCC Orientation Programme, that is approved by the DCC Academic Board.*

Course content
- Overview of Microsoft SQL server
- Installing and configuring SQL server 2008
- Using the tools in SQL server 2008
- Creating databases
- Designing tables
- Indexes
- Partitioning
- Data retrieval
- Advanced data retrieval
- Data manipulation
- View
- Stored procedures
- Functions
- Triggers
- Database snapshots
- Service broker
- Full-text indexing

*Non-credit bearing/Not aligned to NQF
**Damelin Correspondence College**

**Introduction to SQL Certificate**

- Security
- Policy-based management
- Data recovery
- SQL agent
- Dynamic management views
- High availability
- SQL Server Integration Services
- SQL Server Reporting Services
- SQL Server Analysis Services

**Assessment**

All the required assignments must be completed and sent to the College for marking. All assignments must be successfully passed in order to obtain the award.

**Award**

On successful completion of this course, you will receive an Damelin Correspondence College Introduction to SQL Certificate.

**Your kit items**

*Damelin Correspondence College reserves the right to change the kit items without prior notice.*
In order to plan a project you need to gather information about the various tasks involved, resources required to accomplish the tasks, and the overall cost. Microsoft Office Project Professional 2010 acts as a tool that assists you in managing your projects. In this course, you will create and modify a project plan. You will use your project management skills to create a complete project plan. The plans need to be updated and modified regularly to keep the project moving on track. This course will build upon the knowledge gained, and give you the opportunity to work with a project plan once it reaches the project implementation phase.

Target Audience
This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage these project plans.

Programme Type
The Damelin Correspondence College Project 2010 Short Course Certificate is a DCC Continuous Professional Development (CPD) Programme, that is approved by the DCC Academic Board.*

Entrance Requirements
Grade 10 (Std. 8) with PC Literacy using Windows Operating Systems or equivalent, or relevant work experience (2 years).

Hardware Requirements
To use Microsoft Office Project Professional 2010, you need the following hardware:

- Intel® Pentium® 1.64MHz or higher processor
- 1 gigabyte (GB) of RAM or more
- 15 gigabytes (GB) of available hard-disk space or more
- DVD-ROM drive or DVD-Writer drive
- Super VGA or higher resolution monitor
- Microsoft Mouse, Microsoft IntelliMouse®, or a compatible pointing device.
- A Printer would be an added advantage to print project plans

*Non-credit bearing/Not aligned to NQF
Platform Requirements

Software Requirements
Software required on each machine includes the following
- Microsoft Office Project Professional 2010
- Microsoft Office Professional Edition 2010
- Internet Explorer® 6.0 or Higher

Course Objective
You will create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the plan. You will exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information.

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

Course Content
- Getting started with Microsoft Project
- Creating a Project Plan
- Managing Tasks in a Project Plan
- Managing Resources in a Project Plan
- Finalizing the Project Plan
- Exchanging Project Plan Data with Other Applications
- Updating a Project Plan
- Managing Project Costs
- Reporting Project Data Visually
- Reusing Project Plan Information

Assessment
All the required assignments must be completed and sent to the College for marking. All assignments must be successfully passed in order to obtain the award.

Award
On successful completion you will receive your Damelin Correspondence College Project 2010 Short Course Certificate.
If you are taking this course, 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 course, 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.

Programme Type
The Damelin Correspondence College Project Management Expert Certificate is a DCC Career Programme, that is approved by the DCC Academic Board.*

Entrance Requirements
Grade 12 (Std. 10) or Damelin Correspondence Course Project 2010 Short Course Certificate or equivalent, or relevant work experience (2 years).

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

*Non-credit bearing/Not aligned to NQF
Damelin Correspondence Project Management Expert Certificate

- Monitoring and Controlling Project Schedule and Costs
- Monitoring and Controlling Project Performance and Quality
- Monitoring and Controlling Project Risks and Procurements
- Closing the Project

Important information about this course
- You will receive an award from Damelin Correspondence Course on successful completion of this course.
- This course is not endorsed or accredited by PMI.
- This course will prepare you to write the PMP (Project Management Professional) exam with the external body PMI (Project Management Institute). - see eligibility requirements.

<table>
<thead>
<tr>
<th>PMI Exam eligibility requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility Requirements</td>
</tr>
<tr>
<td>- High School Diploma/global equivalent</td>
</tr>
<tr>
<td>- 5 years of project management experience</td>
</tr>
<tr>
<td>- 35 hours of project management education</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>- a Bachelor’s degree/global equivalent</td>
</tr>
<tr>
<td>- 3 years of project management experience</td>
</tr>
<tr>
<td>- 35 hours of project management education</td>
</tr>
<tr>
<td>Steps to obtaining Credential</td>
</tr>
<tr>
<td>Application process + multiple choice exam</td>
</tr>
<tr>
<td>Credential Maintenance Cycles and Requirements</td>
</tr>
<tr>
<td>3 years; 60 PDUs</td>
</tr>
</tbody>
</table>
Assessment and Exam Information
You will need to write and pass one formal exam per subject. Please note that exams are written in June and October of each year. You should complete an examination entry form and submit it to the College, together with the prescribed examination fee before the closing date for the next examination. Please note: the exam fee is not included in your tuition fee.

Award
On successful completion of this course, you will receive your Damelin Correspondence College Project Management Expert Certificate.

Your kit items
Project Management Professional Certification

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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:

- Personal computer with minimum 1GHz (x86) or 1.4GHz (x64) processor (2GHz or faster recommended)
- 1GB of RAM or more (4GB recommended; 8GB enables you to host all the virtual machines specified for all the practice exercises)
- 15GB free hard disk space (60GB recommended; 80GB enables you to host all the virtual machines specified for all the practice exercises)
- 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
Take your next step now!
Follow through on your decision to enhance your life and your future prospects by enrolling for a Damelin Correspondence College Information Technology course today!

Why study with Damelin Correspondence College?
• Quality study material designed specifically for home-study.
• The freedom to study at YOUR own pace, where and when it suits YOU.
• The widest range of courses for today’s world.
• Free consultations with Damelin Correspondence College’s career counselling and development specialists.
• Free study choice advice from Damelin Correspondence College’s Student Consultants.
• The convenience of online enrolment, contact and advice.
• Affordable, easy payment options.
• Ongoing study support and attention from qualified tutors.

Umalusi Accreditation
Damelin Correspondence College (Pty) Ltd has been awarded provisional accreditation by Umalusi. Umalusi is the Council for Quality Assurance in General and Further Education and Training in South Africa - see www.umalusi.org.za.
Employers are legally permitted to claim from the Skills Levy Fund for investing in their employees’ education, and are required to quote the following Provisional Accreditation No.: FET 00475 PA.

DHET Registration
Damelin Correspondence College (Pty) Ltd has been granted provisional registration by the Department of Higher Education and Training as a private FET College, until 31 December 2014. Provisional Registration No. 2008/FE07/037 - see www.dhet.gov.za.
For further information please refer to our website: www.dcc.edu.za.
Damelin Correspondence College (Pty) Ltd is committed to meeting legislative requirements regarding accreditation and registration of private education and training providers in South Africa.

Wishing you every success in your studies and your future!

Willem Louw
Damelin Correspondence College General Manager
# Damelin Correspondence College

**Register Today!**

**The Career Development College**

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### Gauteng

**Johannesburg**
- 3rd Floor, Success House
- 2 Melle Street, Braamfontein
- P.O. Box 31001, Braamfontein 2017
  - +27 11 712 2556

** Pretoria**
- Shop 6, 273 Andries Street, Pretoria 0002
- P.O. Box 1332, Pretoria 0001
  - +27 12 352 9111

** Centurion**
- Eco Boulevard (Next to Virgin Active)
- 270 Witch-Hazel Avenue, Eco Park
- Centurion
  - P.O. Box 10502, Centurion, 0046
  - +27 12 661 3311

** Menlyn**
- 15 Kirklin Place Menlyn, Pretoria.
- Corner Lois Avenue & Glen Manor Street
- P.O. Box 11914, Hatfield, 0028
  - +27 12 471 3300

** Benoni City**
- 61 Princess Avenue
- Benoni
  - +27 11 420 2161

### Mpumalanga

** Nelspruit**
- 25 Brown Street, Nelspruit
  - 1200
  - +27 13 752 2400

** Ermelo**
- Shop no 40, Ermelo Mall
- 50A de Jager Street, Ermelo
  - +27 17 811 2100

### Free State

** Phuthaditjhaba**
- Shop 16, Phuthaditjhaba Shopping Centre
- 1029 Phuta Main Road
- Witsieshoek, Qwa-Qwa
  - +27 58 713 1333

### Western Cape

** Cape Town**
- Shop 34, Matador Centre,
- 62 Strand Street, Cape Town 8001
- P.O. Box 4180, Cape Town
  - +27 21 417 8160

### Eastern Cape

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

** East London**
- 91 Western Avenue
- East London
  - +27 43 726 4291

### Kwa-Zulu Natal

** Durban**
- The Educator Gallery,
- 325 Anton Lembede (Smith) Street, Durban 4001
- P.O. Box 4086, Durban 4000
  - +27 31 374 9750

** Kokstad**
- Shop 15 Tiagos Building
- 81 Main Street, Kokstad
  - +27 39 727 1133

** Estcourt**
- 1st Floor, Shop 5
- Enterprise Building
- 74 Harding Street
  - +27 36 352 5748/5083

** Richmond**
- Shop no 25
- Richmond Shopping Centre
- Chilley Street 3780
  - +27 33 212 3948

** Richards Bay**
- Shop 31, Bellingham Park Building/Mall, Penny Lane
  - +27 35 789 0550

** Stanger**
- Suite 4, 1st Floor Jangnoor Centre
- 62 Hulett Street
- Stanger
  - +27 32 551 2378

### Namibia

** Namibia**
- Shop 17, M Floor
- BPI House, 269 Independence Ave.
- Windhoek
  - +264 61 308 835

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Damelin Correspondence College (Pty) Ltd. 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


Umalusi Prov. Accr. No. FET 00475 PA

DCC is a Registered Credit Provider: NCQF 23/35

**www.dcc.edu.za**

**info@damelin.edu.za**