Introductory Computer Courses

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.
Launch your Computer career the Damelin Correspondence College way!

Why do a Computer course with Damelin Correspondence College?
In today’s world, a computer skill, even the most fundamental Word Processing and Data Processing abilities, like using MS Word and MS Excel, may help you when you are looking for a job.

Interested in overseas work and travel opportunities? Some of Damelin Correspondence College’s computer courses are internationally recognized. You don’t have to put your life on hold while you do it!

Please note that All Microsoft software consists of OEM (Original Equipment Manufacturer) versions.

Kick start your career with Damelin Correspondence College. The computer Industry constantly changes, and for you as a student it makes it difficult to stay ahead with technology. Our introductory courses give you the opportunity to decide where you would like to start. The basics in any context will always be there to guide you in the right direction.

Your Computer Career starts with Damelin Correspondence College
With Damelin Correspondence College Computer School’s range of Introductory computer courses, you can access the expertise you need to get the most from your Computer, or to launch a successful career.
Damelin Correspondence College
Introduction to PCs (Windows 7) Certificate

This course will provide you with the basic skills you need to get started with personal computers and work with the various features, tools, and options available in Windows 7. In this course, you will familiarize yourself with the basics of personal computers, customize Windows 7, and manage files and folders. You will also work with simple tools and browse the Internet.

Target Student
This course is designed for any worker, business professional or private individual who needs knowledge in operating systems and file management skills.

Programme Type
The Damelin Correspondence College Introduction to PCs (Windows 7) Certificate is a DCC Orientation Programme, that is approved by the DCC Academic Board.*

Hardware Requirements
- Intel® Pentium® IV 800 MHz or higher
- Minimum 512 MB of RAM or higher
- 128 MB graphics processor that supports DirectX® 9.0
- Generic Monitor (1024x768)
- 16 GB hard disk space for 32 bit or 20 GB hard disk space for 64 bit
- DVD R/RW drive
- High-speed Internet connection
- A mouse or compatible pointing device

Software Requirements
- Microsoft® Windows® 7 Ultimate Edition
- DirectX® 9.0
- Microsoft Internet Explorer
- Data files to complete practical activities, practical optional activities and lesson lab activities in your material

Course Content
- Exploring Windows 7
- Customizing the Windows 7 Desktop
- Managing Folders and Files

*Non-credit bearing/Not aligned to NQF
• Using Common Tools and Programs in Windows 7
• Browsing the Internet
• Customizing the Windows 7 Environment
• Configuring User Accounts
• Working with Applications in Windows 7
• Working with Devices
• Managing Networks
• Securing System Data
• Enhancing System Performance
• Working with Internet Explorer 8

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

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 your course, you will receive your Damelin Correspondence College Introduction to PCs (Windows 7) Certificate.

Included in your course

*Damelin Correspondence College reserves the right to change the kit items without prior notice.
The IC3 Internet and Computing Core Certification (Using Windows 7 and Microsoft Office 2010) provides both students and job seekers with the foundation of knowledge required to succeed in environments that require the use of computers and the Internet.

What is IC3?
Internet and Computing Core Certification is a global training and certification program, providing proof to the world that you are:
• Equipped with the needed computer skills to excel in a digital world
• Capable of using a broad range of computer technology from basic hardware and software, to operating systems, applications and the Internet
• Ready for what employers, colleges and universities want to throw your way
• Positioned to advance your career through additional certifications such as CompTIA A+, and other desktop application exams.

Target Student
This course is designed for students and job seekers who require foundation knowledge of computers and the internet.

Programme Type
The IC3 Internet and Computing Core Certification (Using Windows 7 and Microsoft Office 2010) is an Agent Programme.

Hardware Requirements
• 1 GHz 32 – bit (x86) processor or 1 GHz 64-bit (x64) processor
• 1GB of system memory
• Windows Aero-capable graphics card
• 128 MB of graphics memory (min)
• Internet access capability
Hardware Requirements continued
- 40 GB hard disk that has 15 GB of free hard disk space (the 15 GB of free space provides room for temporary file storage during the installation or upgrade)
- Mouse or other compatible pointing device
- 101 enhanced keyboard
- Printer (must have access rights to prints)

Software Requirements
- Microsoft Windows 7 Professional
- Microsoft Office 2010 Professional
- Windows Internet Explorer 9.0

Course Content
- Computing Fundamentals
- Key Applications
- Living online

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

Assessment and Exam Information
These modules are externally examined at Certiport Testing Centres. To find your nearest testing centre, please visit www.certiport.com/portal/pages/locatorview.aspx.

Please note that your examination fee is not included in your tuition fee.

Award
On passing all three IC3 exams, you will receive the globally accepted and validated credential, IC3 Internet and Computing Core Certification.
Cloud Computing is a business computing model that delivers easy to use, on-demand network access to a pool of computing resources including software, infrastructure, and hardware facilities over network. This “pay-per-use” model helps you and your organisation to use resources as and when needed, and pay only for the facilities and the time for which resources have been used. These services can be quickly provisioned and managed with minimal effort. The flexibility of Cloud Computing solutions to scale up and down as per your needs is a primary benefit. One of the important characteristics of Cloud Computing is “pooled resources”, i.e. servers and licensed software are combined to form a cloud and are then made available to any user by the cloud provider.

Learn to define cloud computing technology and describe its impact on the IT scenario.

- Identify the pros and cons of the cloud computing technology and determine its impact on businesses
- Differentiate the currently-available cloud services
- Differentiate cloud categories and adoption measures
- Identify risks involved and risk mitigation measures in cloud computing

Target Student
This course is intended for business and IT managers, network administrators and technical support staff who may need to consider or work within a cloud computing environment.

Prerequisites
To ensure success in this course, basic knowledge of working with computers and familiarisation with the core functioning of an organization is highly recommended.

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

*Non-credit bearing/Not aligned to NQF
Hardware Requirements
- Intel® Pentium® IV with 300 MHz (or better).
- At least 512 MB of RAM.
- CD-ROM drive.
- A monitor capable of 1024 x 768 screen resolution and 32-bit colour display.
- Internet Connection.

Software Requirements
- Microsoft® Windows 7, or Windows® XP (Professional or Home Edition).
- Microsoft® Office® 2007 or later.

Course Content
- Introducing Cloud Computing
- Differentiating Cloud Services
- Integrating Cloud Services
- Identifying Risks and Risk Mitigation Measures

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

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
Upon successful completion of this course, you will receive your Damelin Correspondence College Introduction to Cloud Computing Certificate.
Wireless communication is an important branch of telecommunications. In this course, you will learn the fundamentals of wireless communication.

Target Student
This course is intended for network administrators, technical support staff, IT managers, or other professionals who would like to understand technologies and services offered in today’s wireless communication networks. Specifically, it is intended for those preparing for entry-level careers in the telecommunications field, but who do not have prior academic backgrounds in telecommunications studies or technical work experience in the telecommunications field, or those who have some basic knowledge of telecommunications. The basic information presented in this course will enable students to pursue further specialized training in specific technology areas.

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

Minimum Hardware Requirements
• Pentium® (P1V) class processors.
• Minimum of 256 MB of RAM.
• Minimum of 4 GB of hard disk space.
• CD-ROM or DVD drive.
• VGA or higher video.
• Keyboard and mouse.
• A display system to project the instructor's computer screen.
• Internet access for all computers.

Minimum Platform Requirements
Microsoft® Windows® XP

Course Content
• Wireless Communication
• Radio Communication
• Microwave Communication

*Non-credit bearing/Not aligned to NQF
• Wireless Personal Area Networks
• Wireless Local Area Networks
• Cellular Communication
• Global System for Mobile Communication
• Code Division Multiple Access Systems
• Wireless Data Access Technologies
• Wireless Radio Systems
• Satellite Networks
• Emerging Trends in Wireless Communication

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

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
Upon successful completion of this course, you will receive your Damelin Correspondence College Introduction to Wireless Communication Certificate.
Learn to use the basics of Google™ Analytics and its applications.

**Target Student**
This course is for individuals intending to use Google™ Analytics to strengthen their marketing initiatives and increase the number of conversions or sales from their website.

**Prerequisites**
Basic computing skills, such as opening, closing, and saving documents. Experience with web browsing, email, and handling attachments in mail is recommended.

**Programme Type**
The Damelin Correspondence College Google™ Analytics for Businesses Short Course Certificate is a DCC Continuous Professional Development (CPD) Programme, that is approved by the DCC Academic Board.*

**Course Objectives**
- Describe the basics of Google™ Analytics.
- Create and activate a Google™ Analytics account.
- Manage a Google™ Analytics account.
- Configure goals and funnels in Google™ Analytics.
- Create filters in Google™ Analytics.
- Identify and interpret various Google™ Analytics reports

**Hardware Requirements**
- Intel® Pentium® IV, 1 GHz CPU or higher
- Minimum 512 MB of RAM or higher
- 1024 x 768 resolution monitor
- 40 GB of hard disk space or larger
- High-speed Internet connection
- Compatible pointing device
- Printer
- Display system to project the instructor’s computer screen

**Software Requirements**
- Web browser, Google™ Chrome

*Non-credit bearing/Not aligned to NQF
• Adobe™ Flash Player 10
• Windows XP Professional with Service Pack 2 or a later version of Windows.

Course Content
• Overview of Google™ Analytics
• Getting Started with Google™ Analytics
• Managing a Google™ Analytics Account
• Configuring Goals and Funnels in Google™ Analytics
• Creating Filters in Google™ Analytics
• Working with Google™ Analytics Reports

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

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
Upon successful completion of this course, you will receive your Damelin Correspondence College Google™ Analytics for Businesses Short Course Certificate.
MOS 2010 continues the legacy of the Microsoft Office Specialist certification programs, providing the world with a standards-based credential for validating Microsoft Office skills. It is the premier credential chosen by individuals seeking to validate their skills and advance their careers. The credential enables individuals to tap the full features and functionality of the Microsoft Office 2010 system, resulting in heightened performance, confidence and differentiation.

You can earn a Microsoft Office Specialist (MOS) certification on Microsoft Office programs and Windows operating systems. Additionally, professionals who earn this certification gain access to a certification logo that they can display on their résumés and other business materials.

Earning a Microsoft Office Specialist certification can help you to differentiate yourself in today's competitive job market, broaden your employment opportunities by displaying your advanced skills, and can result in higher earning potential. Microsoft Office Specialist certification can also lead to increased job satisfaction. Research indicates that certified individuals have increased competence, productivity, and credibility with their employers, co-workers, and clients.

**Entrance Requirements**
You should be able to operate a PC.

**Programme Type**
Microsoft Office 2010 Specialist is an Agent Programme.

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

**Course Content**
- Word 2010
- Outlook 2010
- Powerpoint 2010
- Excel 2010
- Access 2010
Assessment and Exam Information
These modules are externally examined at Certiport Testing Centres. To find your nearest testing centre, please visit www.certiport.com/portal/pages/locatorview.aspx.

Please note that your examination fee is not included in your tuition fee.

Award
On successful completion of your external examinations, you will receive the Internationally recognised Microsoft Office Specialist Certification from Microsoft.

FREE kit items
• FREE Textbooks with this course.

*Damelin Correspondence College reserves the right to change the kit items without prior notice.

FREE with this course is Office 2010 software (Academic Version)
Want to start your own business from home? We give you the head start that you need with Damelin Correspondence Course’s Pastel Accounting 11 Certificate course. Learn to use a computerised accounting package in your own time, and adapt your skills in creating accounts for companies. You will also learn how to create and maintain general ledgers, debtors and creditors, create accounts for VAT and operate sales and stock controls.

Programme Type
The Pastel Accounting 11 Certificate is an Agent Programme.

Course Outcome
The Pastel Accounting 11 Certificate course is for people who wish to upgrade their bookkeeping skills by learning a computerised accounting package. The computer age has revolutionised tasks that were once frustrating and time consuming. Bookkeepers spend hours calculating and adding up columns of illegible numbers, but with today’s high speed, multi-functional bookkeeping packages, you can quickly learn the art of bookkeeping, and balance the books for your own business.

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

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

Course Outcome
You should be able to do the following:

- Create accounts for a company
- Create accounts for VAT
- Create and maintain general, debtors and creditors ledgers
- Operate sales and stock control accounts
- Finalise balancing and closing of books
Assessment and Exam Information
This course is externally examined by Pastel. You will need to contact Pastel to make arrangements for your exam. Please go to www.pastel.co.za to find your nearest Pastel Authorised testing centre. Please note that your examination fee is not included in your tuition fee.

Award
On successful completion of your external examination, you will receive a Certificate of Completion from Pastel.

*Damelin Correspondence College reserves the right to change the kit items without prior notice.
If you have a background in practical or manual accounting, have bookkeeping experience and have a sound working knowledge of computers, then this course is for you. It is also suited to those individuals who have the relevant business experience and would like to start their own business from home. The course is designed to teach you the basics of computerised accounting used in the business world today. The daily, weekly and monthly transactions, procedures and reporting of accountancy are all covered in this course.

**Programme Type**
The Damelin Correspondence College Computerised Bookkeeping Diploma is a DCC Self-Employment Programme, that is approved by the DCC Academic Board.*

**Course Outcome**
This course will improve your career opportunities in the accounting world.

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

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

**Course Content**
- Applied Accounting
- Pastel 11
- Start Your Own Small Business

**Assessment**
**Pastel:** This course is externally examined by Pastel. You will need to contact Pastel to make arrangements for your exam. Please note that your exam fee is not included in your tuition fee. Please go to www.pastel.co.za to find your nearest Patel Authorised testing centre.

*Non-credit bearing/Not aligned to NQF
Applied Accounting and Start Your Own Small Business:
All the required assignments must be completed and sent to the College for marking. All the 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 Computerised Bookkeeping Diploma.

Kit items
*Damelin Correspondence College reserves the right to change the kit items without prior notice.
Damelin Correspondence College recommends the following requirements for a standard PC setup. If additional hardware or software is required, you will find this information listed with the specific course information.

**Standard PC Requirements:**

- Personal computer with minimum 1GHz (x86) or 1.4GHz (x64) processor (2GHz or faster recommended).
- 1 GB of RAM or more (4 GB recommended; 8 GB enables you to host all the virtual machines specified for all the practice exercises).
- 15 GB free hard disk space (60 GB recommended; 80 GB 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 Introductory Computer 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
## Correspondence

The Career Development College

**Register Today!**

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<thead>
<tr>
<th>Region</th>
<th>Location</th>
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Umalusi Prov. Accr. No. FET 00475 PA

DCC is a Registered Credit Provider: NCRCP 2335

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