



2023 PROSPECTUS

DAM TECHNICAL COLLEGE & DAM SCHOOL OF POLICING

We are well established and have produced many successful graduates. Our most important objective in education is to equip you, our student, with a qualification that will not only improve your standing in life, but also enable you to get employment, or start your own business



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Principal's Message

Dear Parents, students and well-wishers of the DAM Technical College - my prayerful greetings to all of you. First and foremost I would like to express my deep sentiments of gratitude to every one of you for your constant support, love and concern towards the college which enabling and encourages us to strive hard to carry forward the mission of spreading value-based knowledge to one and all.

Education is not an act of acquiring knowledge but learning a skill to lead life and forming one's personality. This is an ennobling process of growth. I can boldly say that we have excelled in every initiative that we undertook and we have stood together in facing the challenges in realizing quality education. We focus on discovering, developing and drawing out the hidden talents and the magic lying dormant inside all of its students. From academics to co-curricular activities, perseverance and a never-say-die spirit are entrenched in the heart of every student not only making them good students but brilliant human beings. In today's dynamic world, a 360 degree development and grooming is of supreme importance and through our campus we are creating an environment for future leaders, entrepreneurs and professional who possess skills and aptitudes in an array of functional disciplines.

I am very happy with the progress the college has made by imbibing in its students value based education synergized with modern teaching-learning methods to produce a generation of well informed and emotionally sound generation. I am positive that in times to come we will continue this journey with elevated enthusiasm and persistently provide a platform of holistic learning to the young generation of learners.

We are partners in learning with our students and seek to deepen their knowledge, provide enriching and innovative learning experiences, while also gently urging our students to come out of their comfort zone to attempt new challenges.

Our students graduate with the skills, mind sets and qualities that will best equip them for success Come on let's give our best and make this institution a modern temple of learning through our diligence, devotion and dedication. Wishing you all the best...! in the world of the future. They are the future leaders and role models of society.

Mr Zifiso Tshaka

Principal



Introduction



DAM Technical College is proud to welcome you to the family of students around the country who like you, realize that their future security and prosperity depends on the training and qualification they obtain today.

DAM Technical College was established in 1998 with a commitment to provide quality education and to contribute positively towards economic solutions in the country (South Africa) in the field of education. It wants to keep its reputation in the market place for delivering quality courses and efficient services to the satisfaction of its learners, which can be achieved through learner needs analysis, research and development, understanding of market trend.

DAM Technical College is highly recognized in education and business today. We pride ourselves as professionals and our commitment to improving the standard of living for everyone is steadfast

VISION

Strive to develop a College of excellence in technical education & research to produce skilled and trained manpower of the highest quality Imbibing traditional cultural values to meet the growing technological & socioeconomic needs of our nation & the world at large.

MISSION

The mission of DAM technical College is to provide educational opportunities that emphasize skills and knowledge that will allow the student to develop skills which have a role to play in economic growth and Job creation. We recognize that education is vital in developing skills needed for a productive society and essential in promoting the individual's sense of worth, values, and high ethical standards. The College is committed to offering quality education that meets the needs of its students and assisting them in clarifying and pursuing their professional and educational goals.

Registration and **Accreditation**

DAM Technical College is registered with the Department of Education as a Further Education and Training Institution (FET)

registration number 2008/FET07/018

UMALUSI Council for Quality Assurance in General and Further Education and Training **Accreditation number FET00113PA** for Pretoria Campus and FET00018 for Braamfontein Campus

MICT SETA **Accreditation number LPA/00/2009/07/876**

The College is also accredited with QCTO (Quality Council for Trades and Occupations, **Ccreditation No. 14/0078**

DAM School of Policing is accredited by Safety and Security Sector Education and Training Authority (SASSETA)

Braamfontein Campus : SASSETA **Accreditation NO. 091961614767**

PRETORIA Campus : SASSETA **Accreditation NO.151999692464**

Polokwane Campus : SASSETA **Accreditation NO.161999692464**

Mokopane Campus : SASSETA **Accreditation NO.19-SAS/ACC/122456**

DAM Technical College has two examination centres where student write the final examinations of the Nated N courses these are

Pretoria Campus Examination Centre no. 899998801

Braamfontein (Johannesburg) Campus Examination Centre no 8999990879



Why Choose Us

- Fully-accredited, successful online qualifications
- Online student community
- Remote accessibility to online resources
- The College assists students with in service training as part of the learner support programme,

Students who study at DAM Technical College are properly trained this is evidenced by the fact that they get absorbed on the job market right away, even some get absorbed before completion of their courses.
- Quality Education
- DAM Teachers are highly qualified, committed, dedicated and understanding. They take care of their learners and enjoy seeing them succeed.
- The environment at DAM is conducive to learning, it's neat and clean, there exists well equipped computer labs, PC Engineering workshops, study rooms just to mention a few.
- At DAM students are given well-structured course material which suits the needs of work place.
- Fees at DAM are affordable and flexible method of payment can be arranged which suit anyone.
- DAM Technical College assists Graduates in getting employment



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BUSINESS STUDIES

National Diploma in Public Relations (N4-N6)

COURSE OVERVIEW

Public Relations is a great career to get into if you love organizing, people and absorb and remember information like a sponge. In an industry as broad as this, some psychology skills could come in handy whilst dealing with clients and business people.

ADMISSION REQUIREMENTS

- ✓ Grade 12 or its equivalent
- ✓ An equivalent NQF level 4 qualification.
- ✓ National Certificate (N3)
- ✓ International students with a Senior School Certificate can apply

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources



TIP A learner who doesn't qualify can first study introduction to Business Studies, this means instead of 18 months the learner will study for a period of 24 months

PURPOSE.

The purpose of this qualification is to develop in the student the competency to plan, apply, implement and evaluate public relations and communication management practices in a variety of business and social contexts.

WHAT DO PEOPLE IN PUBLIC RELATIONS DO?

Public relations specialists create and maintain a positive public image for the individuals, groups, or organizations they represent. They craft media releases and develop social media programs to shape public perception of their clients and to increase awareness of each client's work and goals.

AWARD

A student will qualify for a National N Diploma in Public Relations on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of 18 months in-service training.



The College assists students with in service training as part of the learner support programme

EXAMINATION AND CERTIFICATION

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Certification Body

Department of Education

What job can you do with a diploma in public relations?

Public relations major careers and jobs

- ✓ Marketing coordinator.
- ✓ Copywriter.
- ✓ Fundraiser.
- ✓ Direct marketing spokesperson.
- ✓ Media buyer.
- ✓ Investor relations.
- ✓ Account executive.
- ✓ Public information officer.

Programme structure

First Semester N4 Modules

- ✓ Information Processing
- ✓ Public Administration
- ✓ Communication
- ✓ Office Practice

Second Semester Modules

- ✓ Information Processing
- ✓ Public Relations
- ✓ Office Practice
- ✓ Communication

Second Year First Semester N6 Modules

- ✓ Public Relations
- ✓ Office Practice
- ✓ Information Processing
- ✓ Communication

National Diploma in Tourism (N4 – N6)

COURSE OVERVIEW

Diploma in Tourism is intending to provide entry-level vocational preparation and applied specialization in the tourism field. Graduates would be competent in using a variety of technical management and practical skills in the daily operations of a tourism establishment.

ADMISSION REQUIREMENTS

- ✓ Grade 12 or its equivalent
- ✓ An equivalent NQF level 4 qualification.
- ✓ National Certificate (N3)
- ✓ International students with a Senior School Certificate can apply

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
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PURPOSE.

The purpose of the Diploma in Tourism Management is to afford undergraduate students with quality education and skills that they are able to implement within the tourism sector. The graduate will have the appropriate knowledge to successfully bridge the gap of a quality workforce in the Tourism sector. The programme provides greater career opportunities in entry-level positions of different functional roles in the Tourism sector.

The Diploma is directed at those currently employed within the tourism industry as well as those aspiring to enter into the tourism industry, specifically focusing on post matric students who aim to enter into this industry.

The programme aims to develop graduates with practical skills required to effectively perform their duties. Through the coursework, the programme in turn aims to develop potential entrepreneurs within the tourism industry who will effectively contribute to the economy of our country and enhance and promote the effective application of skills and knowledge within the fast-paced tourism industry whilst addressing issues of unemployment in South Africa.

AWARD

A student will qualify for a National N Diploma in Tourism on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of 18 months in-service training.

“**The College assists students with in service training as part of the learner support programme**”

EXAMINATION AND CERTIFICATION

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Johannesburg Campus Examination Centre **no 8999990879**

Certification Body

Department of Education

Career Opportunities

Upon successful completion of the Diploma in Tourism Management programme, the student should be able to:

- ✓ Events Coordinator
- ✓ Destination Marketing Officer
- ✓ Guest Relations Officer
- ✓ Accommodation Coordinator
- ✓ Tour Group Operator
- ✓ Tourism Marketing Coordinator
- ✓ Tourism Information Centre Coordinator
- ✓ Travel Agency Coordinator
- ✓ Tour Coordinator
- ✓ Customer Service Coordinator
- ✓ Hotel Operation Coordinator or Administrator

Programme structure

First Semester Modules

- ✓ Travel office Procedures N4
- ✓ Tourism Communication N4
- ✓ Tourist Destinations N4
- ✓ Travel Services N4

Second Semester Modules

- ✓ Travel office Procedures N5
- ✓ Tourism Communication N5
- ✓ Tourist Destinations N5
- ✓ Travel Services N5

Second Year First Semester Modules

- ✓ Travel office Procedures N6
- ✓ Tourism Communication N6
- ✓ Travel Services N6
- ✓ Hotel Reception N6

Introductory Business Studies N4

This Introduction to Business course **develops students' understanding of business fundamentals with learning design structured** around timely.

It **develops students' understanding of business fundamentals with learning design structured around timely, real-world case studies and examples.** Key topics include: the role of business, ethics, marketing, managing processes and operations, and more.

ADMISSION REQUIREMENTS

- ✓ Grade 10 (standard 9) or its equivalent

CERTIFICATION BODY

On successful completion you will be issued a Certificate in Introductory to Business Studies by the National Department of Education and the Certificate is recognized by Commerce and Industry



N.B If you intend to study towards a National Diploma in Business Studies N4-N6 but you don't meet the entry requirements, N4 Introduction to Business Studies meet the entry requirement to study towards a National Diploma in Business Studies N4-N6

EXAMINATION

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- ✓ Braamfontein (Johannesburg) Campus Examination Centre no **8999990879**

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
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- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources

AN INTRODUCTION TO THE BUSINESS WORLD

Introduction to Business Studies course provides industry insights, such as market trends and industry reports, which can prove to be invaluable and you will be encouraged to apply academic theory to real-life business situations that will help you kick start your career once you graduate.

What Jobs Can I Do With Introduction Business Studies?

Careers include

- ✓ Hospitality, leisure and tourism
- ✓ Accounting and financial management
- ✓ Consulting
- ✓ Investment banking and investment
- ✓ Banking, insurance and financial service

Programme structure

(You can choose four subjects from the following depending on the Diploma you want to do)

Careers include

- ✓ Introductory Computer Practice
- ✓ Introductory Public Administration
- ✓ Introductory communication
- ✓ Introductory Accounting
- ✓ Introductory Personnel Management
- ✓ Introductory Entrepreneurship

FOR EXAMPLE

- ✓ if you want to do A diploma in Human Resources management you should select Introductory Personnel Management as among the four subjects
- ✓ if you want to do A diploma in Financial management you should select Introductory Financial accounting as among the four subjects
- ✓ etc



National Diploma in Business Management N4 – N6

The Diploma in Business Management develops skills, knowledge and values in the areas of team management, strategic management, project management, marketing, and finance and people management.

The Business Management Diploma programme is aimed at preparing students for a career in business and management. It focuses on the functional areas of management and ensures students apply theory to practice.

ADMISSION REQUIREMENTS

- ✓ Grade 12 or its equivalent
- ✓ An equivalent NQF level 4 qualification.
- ✓ National Certificate (N3)
- ✓ International students with a Senior School Certificate can apply

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources



TIP A learner who doesn't qualify can first study introduction to Business Studies, this means instead of 18 months the learner will study for a period of 24 months

ABOUT

Business management is managing the coordination and organization of business activities. This typically includes the production of materials, money, and machines, and involves both innovation and marketing. Management is in charge of planning, organizing, directing, and controlling the business's resources so they can meet the objectives of the policy.

The Diploma in Business Management is a versatile qualification because it equips you with the knowledge and skills that are necessary to manage the various business functions, such as finances, human resources, marketing and operations.

AWARD

A student will qualify for a National N Diploma in Business Management on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of 18 months in-service training.



The College assists students with in service training as part of the learner support programme

EXAMINATION AND CERTIFICATION

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Johannesburg Campus Examination Centre no **8999990879**

Certification Body

Department of Education

Career Opportunities

- ✓ Actuarial analyst
- ✓ Arbitrator
- ✓ Business adviser
- ✓ Business analyst
- ✓ Business development manager
- ✓ Chartered management accountant
- ✓ Corporate Chartered management
- ✓ Supply chain manager
- ✓ Sales executive
- ✓ Costs lawyer

Programme structure

First Semester Modules

- ✓ Management Communication N4
- ✓ Introductory Accounting N4
- ✓ Computer practice N4
- ✓ Entrepreneurship and Business management N4

Second Semester Modules

- ✓ Computer practice N5
- ✓ Entrepreneurship and Business Management N5
- ✓ Sales Management N5
- ✓ Economics N4

Second Year First Semester Modules

- ✓ Computer practice N6
- ✓ Entrepreneurship and Business Management N6
- ✓ Sales Management N6
- ✓ Financial accounting N4

National Diploma

Educare N4 – N6

COURSE OVERVIEW

Educare will teach you everything you need to know. Educare involves working with children in their early developmental stages (generally until they are 5 years old). This rewarding and engaging career path is a great study option for those who enjoy caring for children.

ADMISSION REQUIREMENTS

- ✓ Grade 12 or its equivalent
- ✓ An equivalent NQF level 4 qualification.
- ✓ National Certificate (N3)
- ✓ International students with a Senior School Certificate can apply

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
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WHAT IS EDUCARE COURSE ALL ABOUT?

Educare refers to the practice of taking care of children. It simply means to educate and to care. While parents or guardians are off to work or busy running errands, they need to place their trust in someone to look after their little ones.

Developing programmes that cater to and promote physical, social, mental and emotional development of young children. Designing and implementing rule systems that promote good behaviour. Ensuring the safety of children.

AWARD

A student will qualify for a National N Diploma in Educare on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of 18 months in-service training.

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Certification Body

Department of Education

JOB OPPORTUNITIES

- ✓ You can work as a playschool teacher,
- ✓ You can work as a day care centre administrator,
- ✓ You can work as a day care centre manager
- ✓ You can work as assistant Grade R teacher.
- ✓ You can start up your own ECD centre.
- ✓ You can plan on furthering your education at university-level in future

Programme structure

First Semester Modules

- ✓ Educare Didactics N4
- ✓ Child Health N4
- ✓ Education N4
- ✓ Day Care Personnel Development N4

Second Semester Modules

- ✓ Educare Didactics N5
- ✓ Entrepreneurship and Business Management N4
- ✓ Educational Psychology N5
- ✓ Day Care Communication N5

Second Year First Semester Modules

- ✓ Educare Didactics N6
- ✓ Day Care Management N6
- ✓ Educational Psychology N6
- ✓ Day Care Communication N6

National Diploma in Financial Management N4 – N6

Financial management teaches you to manage your financial resources both on the personal level and within your business plan. It's more than just balance sheets. It's comprised of short term and long term goals, with cash management plans and investment decisions in place.

The programme provides an overview of the necessary skills, knowledge and techniques to manage finances in a public or business sector context.

Financial managers are responsible for the financial health of an organization. They create financial reports, direct investment activities, and develop plans for the long-term financial goals of their organization.

ADMISSION REQUIREMENTS

- ✓ Grade 12 or its equivalent
- ✓ An equivalent NQF level 4 qualification.
- ✓ National Certificate (N3)
- ✓ International students with a Senior School Certificate can apply

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources

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TIP A learner who doesn't qualify can first study introduction to Business Studies, this means instead of 18 months the learner will study for a period of 24 months

ABOUT

Financial managers generally oversee the financial health of an organization and help ensure its continued viability. They supervise important functions, such as monitoring cash flow, determining profitability, managing expenses and producing accurate financial information.

Regardless of their mission, all organizations can benefit from the work that a financial manager does. Financial managers generally oversee the financial health of an organization and help ensure its continued viability. They supervise important functions, such as monitoring cash flow, determining profitability, managing expenses and producing accurate financial information.

Whether charged with oversight of an entire financial operation or a specific aspect of finance, such as credit or risk management, financial managers are key to organizational success. Pursuing an online master's degree in accountancy is one way to obtain the knowledge and skills to prepare for a career in financial management.

AWARD

A student will qualify for a National N Diploma in Financial Management on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of 18 months in-service training.

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Certification Body

Department of Education

Here is a list of careers available for you once you have completed the Diploma in Financial Management course

- ✓ Financial Manager.
- ✓ Auditor.
- ✓ Accountant.
- ✓ Bookkeeper.
- ✓ Financial Administrator.

Programme structure

First Semester Modules

- ✓ Financial accounting N4
- ✓ Entrepreneurship and Business management N4
- ✓ Management Communication N4
- ✓ Computerized Financial Systems N4

Second Semester Modules

- ✓ Financial accounting N5
- ✓ Entrepreneurship and Business management N5
- ✓ Economics N4
- ✓ Cost and Management Accounting N5

Second Year First Semester Modules

- ✓ Financial accounting N6
- ✓ Entrepreneurship and Business management N6
- ✓ Economics N5
- ✓ Income Tax N6

National Diploma in Hospitality and Catering Services N4 – N6

COURSE OVERVIEW

The course will teach you nutrition and menu planning, food and beverage services, sanitation and safety, house-keeping, restaurant and bar activities, function planning, events, how to manage a kitchen, as well as guest relations and entrepreneurship and business skills.

ADMISSION REQUIREMENTS

- ✓ Grade 12 or its equivalent
- ✓ An equivalent NQF level 4 qualification.
- ✓ National Certificate (N3)
- ✓ International students with a Senior School Certificate can apply

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
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WHAT IS HOSPITALITY AND CATERING COURSE?

Equips the student with basic food service techniques, teaching them basic and complex skills, which are needed to run a successful hotel, restaurant or guesthouse. Entrepreneurship N4. Provides the student with a broad perspective on how to successfully plan and manage a small business.

Hospitality and Catering Services form an integral part of the Tourism Industry. The Government is investing in training and development for job creation.

AWARD

A student will qualify for a National N Diploma in Hospitality and Catering Services on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of 18 months in-service training.



The College assists students with in service training as part of the learner support programme

EXAMINATION AND CERTIFICATION

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Certification Body

Department of Education

What can I do with a Diploma in Hospitality?

Jobs directly related include

- ✓ Accommodation manager.
- ✓ Catering manager.
- ✓ Chef.
- ✓ Conference centre manager.
- ✓ Event manager.
- ✓ Fast food restaurant manager.
- ✓ Hotel manager.
- ✓ Public house manager.

Programme structure

First Semester Modules

- ✓ Applied Management N4
- ✓ Sanitation and House Keeping N4
- ✓ Catering Theory and Practical N4
- ✓ Nutrition and menu Planning N4

Second Semester Modules

- ✓ Applied Management N5
- ✓ Catering Theory and Practical N5
- ✓ Entrepreneurship and Business management N5
- ✓ Food and beverage service N5

Second Year First Semester Modules

- ✓ Applied Management N6
- ✓ Catering Theory and Practical N6
- ✓ Communication and Human Relations N6
- ✓ Computer Practice N4

National Diploma in Human Resources Management N4 – N6

COURSE OVERVIEW

The purpose of the Diploma in Human Resource Development (HRD) is to prepare students for a career in human resource development in such roles as Human Resource Business Partner, Learning Consultant, eLearning Designers & Consultants, Performance Improvement Consultants, and Organisational development consultants

ADMISSION REQUIREMENTS

- ✓ Grade 12 or its equivalent
- ✓ An equivalent NQF level 4 qualification.
- ✓ National Certificate (N3)
- ✓ International students with a Senior School Certificate can apply

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
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ABOUT

The Diploma in Human Resource Management is a 3 years programme that prepares students for employment in human resource positions. Being in possession of a top-quality human resource management course is critical for the long-term sustainability and economic growth of the Southern African industry, business and other types of organisations. People in industry and business determine to a great extent economic success or failure, and therefore it is critical that supervisors and administrative staff have the basic ability to engage with the changing demands of the workplace and industry.

The Diploma in Human Resource Management is a course that can be studied online and is designed for those who wish to develop a basic understanding of human resource administration and learn new skills and competencies. This human resource management programme has a real-world and market focus which can be applied in the workplace. The course offers practical and up to date information about the latest domestic and international human resource practices and legislation.

AWARD

A student will qualify for a National N Diploma in Human Resource Management on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of 18 months in-service training.



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EXAMINATION AND CERTIFICATION

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Certification Body

Department of Education

Career Opportunities

- ✓ Payroll specialist.
- ✓ Human resources specialist.
- ✓ Human resources assistant.
- ✓ Training coordinator.
- ✓ Recruiter.
- ✓ Office manager.
- ✓ Employee relations manager.
- ✓ Benefits manager.

Programme structure

First Semester Modules

- ✓ Management Communication N4
- ✓ Personnel Management N4
- ✓ Entrepreneurship and Business management N4
- ✓ Computer Practice N4

Second Semester Modules

- ✓ Personnel Management N5
- ✓ Computer Practice N5
- ✓ Personnel training N5
- ✓ Labour Relations N5

Second Year First Semester Modules

- ✓ Personnel Management N6
- ✓ Computer Practice N6
- ✓ Personnel training N5
- ✓ Labour Relations N5

National Diploma in Legal Secretary N4 – N6

The purpose of legal secretary training is to equip you with the basic legal knowledge and secretarial skills you need to work as a legal secretary.

WHAT IS THE JOB OF A LEGAL SECRETARY?

Legal secretaries do administrative work at law firms or at courts, assisting legal professionals with various duties. These could include: Preparing legal papers such as summonses and subpoenas. Collecting information needed for a case, such as medical records or accident reports.

ADMISSION REQUIREMENTS

- ✓ Grade 12 or its equivalent
- ✓ An equivalent NQF level 4 qualification with proven proficiency in English
- ✓ National Certificate (N3)
- ✓ International students with a Senior School Certificate can apply

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources



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WHAT DOES A LEGAL SECRETARY DO?

Legal Secretaries often support lawyers and paralegals in different ways. They are tasked with traditional secretarial roles, like answering phone calls and greeting clients, but mainly with added dimensions, such as preparing legal documents and creating presentations.

Legal Secretaries also converse directly with all kinds of different people, including lawyers, and courtroom members.

For a detailed summary, legal secretaries mainly handle the following tasks:

- ✓ Administer law firm work
- ✓ Produce legal documents
- ✓ Make and receive phone calls
- ✓ Book appointments

- ✓ Prepare court statements and forms
- ✓ Deal with clients
- ✓ Prepare research for lawyers
- ✓ Work with lawyers
- ✓ Collect case information
- ✓ General administrative work

AWARD

A student will qualify for a National N Diploma in Legal Secretary on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of 18 months in-service training.

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 Johannesburg Campus Examination Centre no **8999990879**

Certification Body

Department of Education

Career Opportunities

- ✓ Legal Secretary
- ✓ Paralegal
- ✓ Office Manager
- ✓ Conveyancer
- ✓ Legal Typist
- ✓ Law Clerk
- ✓ Legal Admin Assistant
- ✓ Legal Executive

Programme structure

First Semester Modules

- ✓ Office Practice N4
- ✓ Public Administration N4
- ✓ Communication N4
- ✓ Information Processing N4

Second Semester Modules

- ✓ Office Practice N5
- ✓ Information Processing N5
- ✓ Legal Practice N5
- ✓ Communication N5

Second Year First Semester Modules

- ✓ Office Practice N6
- ✓ Information Processing N6
- ✓ Legal Practice N6
- ✓ Public Relations N5

National Diploma in Management Assistant N4 – N6

The Management Assistant course addresses the skills, knowledge and experience needed in the private/public sector. The programme integrates academic knowledge and theory with practical experience obtained during the internship.

A Management Assistant, or Assistant Manager, hires, trains and oversees employees. Their main duties include leading and directing employees, ensuring employees follow company policies and overseeing inventory levels.

ADMISSION REQUIREMENTS

- ✓ Grade 12 or its equivalent
- ✓ National Certificate (N3)
- ✓ An equivalent NQF level 4 qualification with proven proficiency in English
- ✓ International students with a Senior School Certificate can apply

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources



TIP A learner who doesn't qualify can first study introduction to Business Studies, this means instead of 18 months the learner will study for a period of 24 months

Management Assistant duties and responsibilities

Management Assistants complete various administrative support and organizational tasks to maintain the ongoing requirements of the office. They assist management in all tasks and may have the following responsibilities

- ✓ Coordinate schedules among executive team members and plan the logistics of each meeting
- ✓ Recruit, interview, hire and train office support staff
- ✓ Prepare important documents for reports, meetings and memos
- ✓ Assist with research and writing reports, or independently writing reports on behalf of upper-level management
- ✓ Organize and plan all company outings and events
- ✓ Manage all administrative staff members, including onboarding and training new team

AWARD

A student will qualify for a National N Diploma in Management Assistant on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of 18 months in-service training.



The College assists students with in service training as part of the learner support programme

EXAMINATION AND CERTIFICATION

DAM Technical College has two examination centres where student write the final examinations of the Nated N courses these are

Pretoria Campus Examination Centre no. **899998801**

Johannesburg Campus Examination Centre no **8999990879**

Certification Body

Department of Education

Career Opportunities

- ✓ Executive assistant.
- ✓ Private Secretary.
- ✓ Office manager.
- ✓ Front desk reception.
- ✓ Administrative clerk.

Programme structure

First Semester Modules

- ✓ Office Practice N4
- ✓ Public Administration N4
- ✓ Communication N4
- ✓ Information Processing N4

Second Semester Modules

- ✓ Office Practice N5
- ✓ Public Administration N5
- ✓ Information Processing N5
- ✓ Public relations N5

Second Year First Semester Modules

- ✓ Office Practice N6
- ✓ Public Administration N6
- ✓ Information Processing N6
- ✓ Legal Practice N5

National Diploma in Marketing Management N4 – N6

The purpose of the Diploma is to develop graduates who can demonstrate focused knowledge and skills in marketing management. Students will develop strategic knowledge, together with practical skills through work-integrated learning to enable graduates to apply their learning in the workplace.

Marketing Management is a program which deals with the nature, scope and role of marketing to make our economy grow and help people attain a decent standard of living. The marketing concepts and specialized activities like marketing research, selling, and product planning and development, etc.

ADMISSION REQUIREMENTS

- ✓ Grade 12 or its equivalent
- ✓ National Certificate (N3)
- ✓ An equivalent NQF level 4 qualification with proven proficiency in English
- ✓ International students with a Senior School Certificate can apply

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources

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TIP A learner who doesn't qualify can first study introduction to Business Studies, this means instead of 18 months the learner will study for a period of 24 months

ABOUT

The Diploma in marketing programme aims to provide students with the framework for understanding the dynamics of marketing which is a major operating function of any organisation in pursuit of business. Equipped with the core marketing principles and concepts, students of this programme will have greater opportunity to compete and succeed in their future marketing career. This programme provides the foundational building blocks of understanding marketing.

It is neither too narrow nor limited to retail marketing or sales management. This qualification will equip students with a fairly broad-based knowledge of the world of business. They will be able to think across different disciplines, as companies are confronted with a continuous process of developing and maintaining a feasible fit between organisations' objectives, skills and resources and their changing marketing opportunities.

AWARD

A student will qualify for a National N Diploma in Marketing Management on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of 18 months in-service training.



The College assists students with in service training as part of the learner support programme

EXAMINATION AND CERTIFICATION

DAM Technical College has two examination centres where student write the final examinations of the Nated N courses these are

Pretoria Campus Examination Centre no. **899998801**

Johannesburg Campus Examination Centre no **8999990879**

Certification Body

Department of Education

Career Opportunities

- ✓ Marketing Strategist.
- ✓ Marketing Researcher.
- ✓ Digital Marketing Analyst.
- ✓ Sales Manager.
- ✓ Marketing Manage

Programme structure

First Semester Modules

- ✓ Marketing Management N4
- ✓ Management Communication N4
- ✓ Entrepreneurship and Business management N4
- ✓ Computer Practice N4

Second Semester Modules

- ✓ Marketing Management N5
- ✓ Sales Management N5
- ✓ Economics N4
- ✓ Computer Practice N5

Second Year First Semester Modules

- ✓ Marketing Management N6
- ✓ Sales Management N6
- ✓ Marketing Research N6
- ✓ Marketing Communication N6

National Diploma in Medical Secretary (N4 – N6)

COURSE OVERVIEW

A medical secretary must enjoy the medical fraternity, be strong in administrative functions and build good relationships with doctors, nurses and professionals in the medical industry. With these traits you are well on your way to a career as a Medical Secretary. The course attracts students with a passion for medicine, administration and patient care. It will groom you to work as front office reception at hospitals, clinics and doctor's rooms, and be a liaison with all medical aids and medical sales representatives, often providing order to the busy schedules of medical professionals. If you enjoy being the go-to person for all matters related to medical queries and administration and assisting patients with relevant information and support, then this career is for you.

ADMISSION REQUIREMENTS

- ✓ Grade 12 or its equivalent
- ✓ An equivalent NQF level 4 qualification.
- ✓ National Certificate (N3)
- ✓ International students with a Senior School Certificate can apply

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources



TIP A learner who doesn't qualify can first study introduction to Business Studies, this means instead of 18 months the learner will study for a period of 24 months

PURPOSE

The purpose of this programme is to equip you with knowledge and skills for successful entry into a secretarial position in the medical field. Medical secretaries perform administrative work in a clinical, hospital, or other medical environment.

WHAT CAN I DO WITH MEDICAL SECRETARY?

A medical secretary performs confidential administrative and clerical work of a medical office. The variety of duties may include bookkeeping, billing, scheduling appointments, and processing insurance claims. Medical secretaries may be responsible for telephone, mail, transcription and typing duties.

IS MEDICAL SECRETARY A GOOD JOB?

Ultimately, the medical secretary career path is a flexible and worthwhile option for many. Medical secretaries earn good salaries and do not require a lot of educational benchmarks before jumping in.

CAN YOU WORK FROM HOME AS A MEDICAL SECRETARY?

You will perform secretarial duties utilizing specific knowledge of medical terminology and hospital or clinic procedures to support consultants on a remote basis from your own home office.

AWARD

A student will qualify for a National N Diploma in Medical Secretary on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of 18 months in-service training.



The College assists students with in service training as part of the learner support programme

EXAMINATION AND CERTIFICATION

DAM Technical College has two examination centres where student write the final examinations of the Nated N courses these are

Pretoria Campus Examination Centre no. **899998801**

Johannesburg Campus Examination Centre no **8999990879**

Certification Body

Department of Education

Career Opportunities

- ✓ Health practice manager.
- ✓ Hospital ward secretary.
- ✓ Medical office administrative assistant.
- ✓ Medical practice manager.
- ✓ Medical stenographer.
- ✓ Medical transcriptionist.
- ✓ Pathology secretary.
- ✓ Patient care secretary.

Programme structure

First Semester Modules

- ✓ Office Practice N4
- ✓ Medical Practice N5
- ✓ Information Processing N4
- ✓ Communication N4

Second Semester Modules

- ✓ Medical Practice N5
- ✓ Office Practice N5
- ✓ Information Processing N5
- ✓ Communication N5

Second Year First Semester Modules

- ✓ Medical Practice N6
- ✓ Office Practice N6
- ✓ Information Processing N6
- ✓ Communication N6

National Diploma in Public Management (N4 – N6)

The Public Management course addresses the skills, knowledge and experience needed in the Public/ Government departments across South Africa. The programme integrates academic knowledge and theory with practical experience obtained during the internship.

Public management is the study of government, its structures, processes and functions, and the manner in which society is managed.

Public managers manage people and/or programs that serve the public. Some plan for cities, others educate children, regulate industries, promote public health, and provide security.

ADMISSION REQUIREMENTS

- ✓ Grade 12 or its equivalent
- ✓ An equivalent NQF level 4 qualification.
- ✓ National Certificate (N3)
- ✓ International students with a Senior School Certificate can apply

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources

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TIP A learner who doesn't qualify can first study introduction to Business Studies, this means instead of 18 months the learner will study for a period of 24 months

WHAT IS A PUBLIC MANAGER?

Public managers occupy positions of leadership:

- ✓ At the central, provincial and local spheres of government.
- ✓ In related government agencies and parastatal institutions

WHAT DOES A PUBLIC MANAGER DO?

Public managers: Manage our various public sector departments.

- ✓ Administer health services and redevelop our cities.
- ✓ Are involved in all aspects of criminal & public law.
- ✓ Help protect our environment.

- ✓ Are involved in land and population development and many facets of research in the fields of technology, medicine and human sciences.
- ✓ Ensure that proper staff planning and management is practiced in the form of human resource management and training, development.

PUBLIC MANAGERS ADMINISTER ESSENTIAL SERVICES:

- ✓ Are involved in all facets of public finance, state security, domestic security, foreign affairs, education, Human resource management and development, supply chain management and public procurement.
- ✓ Are involved in matters of local governance and community development.
- ✓ Ensure and maintain the welfare of the community he/ she serves.

AWARD

A student will qualify for a National N Diploma in Public Management on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of 18 months in-service training.



The College assists students with in service training as part of the learner support programme

EXAMINATION AND CERTIFICATION

DAM Technical College has two examination centres where student write the final examinations of the Nated N courses these are

Pretoria Campus Examination Centre no. **899998801**
 Johannesburg Campus Examination Centre no **8999990879**

Certification Body

Department of Education

Career Opportunities

- ✓ Budget director.
- ✓ Community engagement manager.
- ✓ Economic development manager.
- ✓ Government relations manager.
- ✓ Higher education administrator.
- ✓ Municipal and county managers.
- ✓ Public affairs director.
- ✓ Public policy analyst.

Programme structure

First Semester Modules

- ✓ Public Administration
- ✓ Management Communication
- ✓ Computer Practice
- ✓ Economics

Second Semester Modules

- ✓ Public Administration N5
- ✓ Computer Practice N5
- ✓ Public Relations N5
- ✓ Municipal Administration N5

Second Year First Semester Modules

- ✓ Public Administration N6
- ✓ Municipal Administration N6
- ✓ Public Law N6
- ✓ Public Finance N6



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ENGINEERING STUDIES

National Certificate

Engineering Studies (Civil Engineering N1 - N3)

COURSE OVERVIEW

The National N1 - N3 Certificate in Building and Civil Engineering will school you in the various fields of construction like Bricklaying, Plastering and Plumbing and once these certificates have been achieved you will be able to continue your studies with the N4 - N6 Certificates which will lead to the full National Diploma in Civil Engineering.

The holder of a National N1–N3 Certificate in Building and Civil Engineering will be able to take up employment in one of the following fields in construction: **Carpentry. Bricklaying. Plumbing.**

What can I do with a N3 Civil Engineering certificate?

Career Opportunities

- ✓ Architectural Technology.
- ✓ Drainage Inspections.
- ✓ Quantity Surveying Technician.
- ✓ Town and Regional Planning.
- ✓ Sanitation Engineering.
- ✓ Road Construction Engineering.
- ✓ Civil Building Construction.
- ✓ Building Inspector.

ADMISSION REQUIREMENTS

- ✓ Grade 9(Standard 7) or its equivalent.
- ✓ NQF Level 1 Qualification or its equivalent

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources

AWARD

A student will qualify for a National N Certificate in in Engineering Studies on completion of a minimum of 4 subjects on N3 Level.

EXAMINATION AND CERTIFICATION

DAM Technical College has two examination centres where student write the final examinations of the Nated N courses these are

Pretoria Campus Examination Centre no. **899998801**

Braamfontein (Johannesburg) Campus Examination Centre no **8999990879**

Certification Body

The N Certificate is issued by the National Department of Education and is recognized by Commerce and Industry.

Programme structure

First Trimester N1 Modules (Choose 4 Modules)

- ✓ Mathematics
- ✓ Building Science
- ✓ Building Drawing
- ✓ Bricklaying and Plastering
- ✓ Plumbing Theory
- ✓ Carpentry and Roofing Theory

Second Trimester N2 Modules (Choose 4 Modules)

- ✓ Mathematics
- ✓ Building Science
- ✓ Building Drawing
- ✓ Bricklaying and Plastering
- ✓ Plumbing Theory

Third Trimester N3 Modules (Choose 4 Modules)

- ✓ Mathematics
- ✓ Building Science
- ✓ Building Drawing
- ✓ Building and Civil Technology
- ✓ Supervision in Industry

National Diploma in Engineering Studies (Civil Engineering N4 – N6)

COURSE OVERVIEW

The Civil Engineering programme prepares the student for the planning, designing, maintenance and management of projects associated with the construction of houses, roads, buildings, airports, tunnels, dams, bridges, and water supply and sewage systems.

ADMISSION REQUIREMENTS

- ✓ Grade 12 (Standard 10) or its equivalent
- ✓ National Certificate (N3) or its equivalent
- ✓ International students with a Senior School Certificate can apply

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources

Career Opportunities include

- ✓ Civil Engineer
- ✓ Building services engineer.
- ✓ Construction manager.
- ✓ Engineering geologist.
- ✓ Fire risk assessor.
- ✓ Geotechnical engineer.
- ✓ Civil Technologist
- ✓ Civil Draughtsperson
- ✓ Quantity surveyor.
- ✓ Sustainability consultant.

AWARD

A student will qualify for a National N Diploma Engineering Studies Civil Engineering on completion of a minimum of 12 subjects, ranging from N4 to N6, together with a minimum of two years in-service training.

EXAMINATION AND CERTIFICATION

DAM Technical College has two examination centres where student write the final examinations of the Nated N courses these are

Pretoria Campus Examination Centre no. **899998801**

Braamfontein (Johannesburg) Campus Examination Centre no **8999990879**

Certification Body

The N Certificate is issued by the National Department of Education and is recognized by Commerce and Industry.

Programme structure

First Trimester N1 Modules (Choose 4 Modules)

- ✓ Mathematics
- ✓ Quantity Surveying
- ✓ Building and Structural Construction
- ✓ Building Administration
- ✓ Building and Structural Surveying
- ✓ Supervisory Management
- ✓ Production and quality Control

Third Trimester N6 Modules (Choose 4 Modules)

- ✓ Mathematics
- ✓ Quantity Surveying
- ✓ Building and Structural Construction
- ✓ Building Administration
- ✓ Building and Structural Surveying
- ✓ Supervisory Management
- ✓ Production and quality Control

Second Trimester N5 Modules (Choose 4 Modules)

- ✓ Mathematics
- ✓ Quantity Surveying
- ✓ Building and Structural Construction
- ✓ Building Administration
- ✓ Building and Structural Surveying
- ✓ Supervisory Management
- ✓ Production and quality Control

National Certificate Engineering Studies

(Electrical Engineering- Electronic Technician N1 - N3)

COURSE OVERVIEW

Electronics engineers design and develop electronic equipment, including broadcast and communications systems, such as portable music players and Global Positioning System (GPS) devices. Many also work in areas closely related to computer hardware

IS ELECTRONICS ENGINEERING A GOOD CAREER?

Electronic and electrical engineers are highly employable and can find work in many areas, including the electronics, automotive, IT, gaming, telecoms, manufacturing, power, transport, utilities and construction industries.

ARE ELECTRONICS TECHNICIAN IN DEMAND?

From automobile to aerospace, construction to mining, there are different sub-sectors under engineering that offer a variety of job opportunities. However, with so many available options, the demand for electronics engineers is increasing rapidly

WHAT ARE THE JOB OPPORTUNITIES FOR ELECTRONICS TECHNICIAN?

He or she finds numerous opportunities in telecommunications, manufacturing, aerospace or robotics engineering. An Electronics Technician stays involved in designing, developing and testing components and devices systems such as capacitors, diodes, resistors and transistors.

ADMISSION REQUIREMENTS

- ✓ Grade 9(Standard 7) or its equivalent.
- ✓ NQF Level 1 Qualification or its equivalent

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

WHAT IS INTERESTING ABOUT N1-N3 ELECTRONIC ENGINEERING COURSE?

Electronics Technician or electricians or electrical technicians play an important role in our society. According to National Scarce Skills List, electrical engineers are listed as one of the top 10 skills shortage in South Africa. Electronic Technicians are in critical need in industries such as power or energy generation (Eskom), telecommunication, engineering, computing, construction, energy, manufacturing, transport and utilities companies and the armed forces.

AWARD

A student will qualify for a National N Certificate in in Engineering Studies on completion of a minimum of 4 subjects on N3 Level.

EXAMINATION AND CERTIFICATION

DAM Technical College has two examination centres where student write the final examinations of the Nated N courses these are

Pretoria Campus Examination Centre no. **899998801**

Braamfontein (Johannesburg) Campus Examination Centre no **8999990879**

Certification Body

The N Certificate is issued by the National Department of Education and is recognized by Commerce and Industry.

CAREERS OPPORTUNITIES

- ✓ Career in Communication Engineer-Electronics & Communication
- ✓ Telecom Technician
- ✓ R&D Software Technician
- ✓ Software Analyst
- ✓ Electronic Design Technician
- ✓ Desktop Support Technician
- ✓ Technical Director
- ✓ Network Planning Technician.

Programme structure

First Trimester N1 Modules

- ✓ Mathematics
- ✓ Engineering Science
- ✓ Industrial Electronics
- ✓ Radio Theory

Second Trimester N2 Modules

- ✓ Mathematics
- ✓ Industrial Electronics
- ✓ Logic Systems
- ✓ Radio Theory

Third Trimester N3 Modules

- ✓ Mathematics
- ✓ Industrial Electronics
- ✓ Logic Systems
- ✓ Radio Theory

National Certificate Engineering Studies

(Electrical Engineering- Heavy Current N1 - N3)

COURSE OVERVIEW

The National Certificates N1-N3 in the Electrical Engineering, programme cover heavy current as well as light current. Heavy current includes the distribution of electricity, domestic wiring in civil and industrial industries. Light current includes fields such as digital electronics and industrial electronics.

This career-oriented N1 Engineering Studies course introduces you to the basic principles of electrical engineering and prepares you for further study in this field. This course is a good option if you want to work towards a career as an artisan in the field of electrical engineering.

ADMISSION REQUIREMENTS

- ✓ Grade 9(Standard 7) or its equivalent.
- ✓ NQF Level 1 Qualification or its equivalent

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources

WHAT IS INTERESTING ABOUT N1-N3 ELECTRICAL ENGINEERING COURSE?

Electrical engineers or electricians or electrical technicians play an important role in our society. According to National Scarce Skills List, electrical engineers are listed as one of the top 10 skills shortage in South Africa. Electrical engineers are in critical need in industries such as power or energy generation (Eskom), telecommunication, engineering, computing, construction, energy, manufacturing, transport and utilities companies and the armed forces.

AWARD

A student will qualify for a National N Certificate in in Engineering Studies on completion of a minimum of 4 subjects on N3 Level.

EXAMINATION AND CERTIFICATION

DAM Technical College has two examination centres where student write the final examinations of the Nated N courses these are

Pretoria Campus Examination Centre no. **899998801**

Braamfontein (Johannesburg) Campus Examination Centre no **8999990879**

Certification Body

The N Certificate is issued by the National Department of Education and is recognized by Commerce and Industry.

CAREER OPPORTUNITIES IN ELECTRICAL HEAVY CURRENT N1-N3

- ✓ Electrician.
- ✓ Sound Engineering
- ✓ Factory Maintenance
- ✓ Instrumentation;
- ✓ Millwright.

Programme structure

First Trimester N1 Modules

- ✓ Mathematics
- ✓ Engineering Science
- ✓ Industrial Electronics
- ✓ Electric Trade Theory

Second Trimester N2 Modules

- ✓ Mathematics
- ✓ Engineering Science
- ✓ Industrial Electronics
- ✓ Electric Trade Theory

Third Trimester N3 Modules (Choose 4 Modules)

- ✓ Mathematics
- ✓ Engineering Science
- ✓ Industrial Electronics
- ✓ Electro Technology
- ✓ Electrical Trade Theory

National Certificate Engineering Studies

(Electrical Engineering - Instrument Technician N1 - N3)

COURSE OVERVIEW

Instrumentation engineering is the engineering specialization focused on the principle and operation of measuring instruments that are used in design and configuration of automated systems in areas such as electrical and pneumatic domains, and the control of quantities being measured.

WHAT IS THE BASIC OF INSTRUMENTATION TECHNICIAN?

Instrumentation and control refer to the analysis, measurement, and control of industrial process variables using process control instruments and software tools such as temperature, pressure, flow, and level sensors, analyzers, electrical and mechanical actuators, Human-Machine Interfaces (HMI), Piping

WHAT DOES AN INSTRUMENT TECHNICIAN DO?

The Instrumentation Technician will design and develop new devices and enhance or redesign older devices used to control electronic or mechanical systems.

IS INSTRUMENTATION ENGINEERING A GOOD CAREER?

In the private sector too, Instrumentation Technicians are in high demand. A skilled Instrumentation Technician with sound knowledge of operations and machinery controls is in great demand in private sectors.

ADMISSION REQUIREMENTS

- ✓ Grade 9(Standard 7) or its equivalent.
- ✓ NQF Level 1 Qualification or its equivalent

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

WHAT IS INTERESTING ABOUT N1-N3 ELECTRICAL ENGINEERING- INSTRUMENT TECHNICIAN?

Instrument Technicians or electricians or electrical technicians play an important role in our society. According to National Scarce Skills List, electrical engineers are listed as one of the top 10 skills shortage in South Africa. Instrument Technicians are in critical need in industries such as power or energy generation (Eskom), telecommunication, engineering, computing, construction, energy, manufacturing, transport and utilities companies and the armed forces.

AWARD

A student will qualify for a National N Certificate in Engineering Studies on completion of a minimum of 4 subjects on N3 Level.

EXAMINATION AND CERTIFICATION

DAM Technical College has two examination centres where student write the final examinations of the Nated N courses these are

Pretoria Campus Examination Centre no. **899998801**

Braamfontein (Johannesburg) Campus Examination Centre no **8999990879**

Certification Body

The N Certificate is issued by the National Department of Education and is recognized by Commerce and Industry.

CAREERS OPPORTUNITIES

- ✓ Project Manager Instrument Projects
- ✓ Graduate Instrument Technician
- ✓ Instrument Technician
- ✓ Instrument Engineer
- ✓ Control & Instrumentation Technician

Programme structure

First Trimester N1 Modules

- ✓ Mathematics
- ✓ Engineering Science
- ✓ Industrial Electronics
- ✓ Electrical Trade Theory

Second Trimester N2 Modules

- ✓ Industrial Electronics
- ✓ Mathematics
- ✓ Engineering Science
- ✓ Instrument Trade Theory

Third Trimester N3 Modules

- ✓ Industrial Electronics
- ✓ Mathematics
- ✓ Instrument Trade Theory
- ✓ Engineering Science

National Diploma Engineering Studies

(Electrical Engineering- Electronic Technician N4 – N6)

COURSE OVERVIEW

Electronics engineers design and develop electronic equipment, including broadcast and communications systems, such as portable music players and Global Positioning System (GPS) devices. Many also work in areas closely related to computer hardware

IS ELECTRONICS ENGINEERING A GOOD CAREER?

Electronic and electrical engineers are highly employable and can find work in many areas, including the electronics, automotive, IT, gaming, telecoms, manufacturing, power, transport, utilities and construction industries.

ARE ELECTRONICS TECHNICIAN IN DEMAND?

From automobile to aerospace, construction to mining, there are different sub-sectors under engineering that offer a variety of job opportunities. However, with so many available options, the demand for electronics engineers is increasing rapidly

WHAT ARE THE JOB OPPORTUNITIES FOR AN ELECTRONIC TECHNICIAN?

He or she finds numerous opportunities in telecommunications, manufacturing, aerospace or robotics engineering. An Electronics Engineer stays involved in designing, developing and testing components and devices systems such as capacitors, diodes, resistors and transistors.

ADMISSION REQUIREMENTS

- ✓ Grade 12 (Standard 10) or its equivalent
- ✓ National Certificate (N3) or its equivalent
- ✓ International students with a Senior School Certificate can apply

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources

What is Interesting about N4-N6 Electronic Engineering Course?

Electronics Technicians or electricians or electrical technicians play an important role in our society. According to National Scarce Skills List, electrical engineers are listed as one of the top 10 skills shortage in South Africa. Electronic Technicians are in critical need in industries such as power or energy generation (Eskom), telecommunication, engineering, computing, construction, energy, manufacturing, transport and utilities companies and the armed forces.

AWARD

A student will qualify for a National N Diploma Engineering Studies Electronic Technician on completion of a minimum of 12 subjects, ranging from N4 to N6, together with a minimum of two years in-service training.

EXAMINATION AND CERTIFICATION

DAM Technical College has two examination centres where student write the final examinations of the Nated N courses these are

Pretoria Campus Examination Centre no. **899998801**

Braamfontein (Johannesburg) Campus Examination Centre no **8999990879**

Certification Body

The N Certificate is issued by the National Department of Education and is recognized by Commerce and Industry.

Programme structure

First Trimester N4 Modules (Choose 4 Modules)

- ✓ Mathematics
- ✓ Industrial Electronics
- ✓ Communication Electronics
- ✓ Digital Electronics
- ✓ Computer Principals

Second Trimester N5 Modules (Choose 4 Modules)

- ✓ Mathematics
- ✓ Industrial Electronics
- ✓ Communication Electronics
- ✓ Digital Electronics
- ✓ Computer Principals

Third Trimester N6 Modules (Choose 4 Modules)

- ✓ Mathematics
- ✓ Industrial Electronics
- ✓ Communication Electronics
- ✓ Digital Electronics
- ✓ Computer Principals

National Diploma in Engineering Studies

(Electrical Engineering - Heavy Current N4-N6)

COURSE OVERVIEW

The National N-Diploma is a three year post-matric qualification consisting of a theoretical part (N4 – N6) and two years industry experience in the Electrical Engineering field. The N4 – N6 Certificate Programmes are post-matric National Certificates leading towards obtaining a National N-Diploma.

The Electrical Engineering programme is the study and application of electricity, electronics and electromagnetism.

ADMISSION REQUIREMENTS

- ✓ Grade 12 (Standard 10) or its equivalent
- ✓ National Certificate (N3) or its equivalent
- ✓ International students with a Senior School Certificate can apply

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources

AWARD

A student will qualify for a National N Diploma Engineering Studies Electrical Engineering on completion of a minimum of 12 subjects, ranging from N4 to N6, together with a minimum of two years in-service training.



The College assists students with in service training as part of the learner support programme

Certification Body

The N Certificate is issued by the National Department of Education and is recognized by Commerce and Industry.

WHAT IS INTERESTING ABOUT DIPLOMA IN ELECTRICAL ENGINEERING?

Electrical engineers or electricians or electrical technicians play an important role in our society. According to National Scarce Skills List, electrical engineers are listed as one of the top 10 skills shortage in South Africa. Electrical engineers are in critical need in industries such as power or energy generation (Eskom), telecommunication, engineering, computing, construction, energy, manufacturing, transport and utilities companies and the armed forces.

CAN I APPLY FOR UNIVERSITY WITH N6 ELECTRICAL ENGINEERING?

Achieving the necessary entry requirements at academic level upon completion of your National N6 Certificate will enable you to continue studying at an institution of Higher Education, such as a University of Technology or a University

CAREER OPPORTUNITIES

- ✓ Electronic Technician
- ✓ Technician Control and Automation.
- ✓ Electrical Technician
- ✓ Vehicle Tracking Device Junior Technician
- ✓ Cellphone Repairs - Technician
- ✓ Instrument Technician
- ✓ Assembly & Test Technician.

Programme structure

First Trimester N4 Modules (Choose 4 Modules)

- ✓ Mathematics
- ✓ Industrial Electronics
- ✓ Electro Technics
- ✓ Engineering Science
- ✓ Fault Finding and Protective Devices

Second Trimester N5 Modules (Choose 4 Modules)

- ✓ Electro Technics
- ✓ Mathematics
- ✓ Power Machines
- ✓ Industrial Electronics
- ✓ Fault Finding and Protective Devices

Third Trimester N6 Modules (Choose 4 Modules)

- ✓ Industrial Electronics
- ✓ Mathematics
- ✓ Electro Technics
- ✓ Fault Finding and Protective Devices
- ✓ Power Machines

National Certificate Engineering Studies

(Electrical Engineering - Instrument Technician N4 – N6)

COURSE OVERVIEW

Instrumentation engineering is the engineering specialization focused on the principle and operation of measuring instruments that are used in design and configuration of automated systems in areas such as electrical and pneumatic domains, and the control of quantities being measured.

What is the basic of instrumentation Technician?

Instrumentation and control refer to the analysis, measurement, and control of industrial process variables using process control instruments and software tools such as temperature, pressure, flow, and level sensors, analyzers, electrical and mechanical actuators, Human-Machine Interfaces (HMI), Piping

What does an instrument Technician do?

The Instrumentation Technician will design and develop new devices and enhance or redesign older devices used to control electronic or mechanical systems.

Is Instrumentation Engineering a good career?

In the private sector too, Instrumentation Technicians are in high demand. A skilled Instrumentation Technician with sound knowledge of operations and machinery controls is in great demand in private sectors.

ADMISSION REQUIREMENTS

- ✓ Grade 12 (Standard 10) or its equivalent
- ✓ National Certificate (N3) or its equivalent
- ✓ International students with a Senior School Certificate can apply

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources

What is Interesting about N4-N6 Electrical Engineering- Instrument Technician?

Instrument Technicians or electricians or electrical technicians play an important role in our society. According to National Scarce Skills List, electrical engineers are listed as one of the top 10 skills shortage in South Africa. Instrument Technicians are in critical need in industries such as power or energy generation (Eskom), telecommunication, engineering, computing, construction, energy, manufacturing, transport and utilities companies and the armed forces.

AWARD

A student will qualify for a National N Certificate in Engineering Studies on completion of a minimum of 4 subjects on N3 Level.

EXAMINATION AND CERTIFICATION

DAM Technical College has two examination centres where student write the final examinations of the Nated N courses these are

Pretoria Campus Examination Centre no. **899998801**

Braamfontein (Johannesburg) Campus Examination Centre no **8999990879**

Certification Body

The N Certificate is issued by the National Department of Education and is recognized by Commerce and Industry.

CAREER OPPORTUNITIES

- ✓ Project Manager Instrument Projects
- ✓ Graduate Instrument Technician
- ✓ Instrument Technician
- ✓ Instrument Engineer
- ✓ Control & Instrumentation Technician

Programme structure

First Trimester N4 Modules

- ✓ Mathematics
- ✓ Industrial Electronics
- ✓ Industrial Instruments
- ✓ Digital Electronics

Second Trimester N2 Modules

- ✓ Mathematics
- ✓ Industrial Electronics
- ✓ Industrial Instruments
- ✓ Digital Electronics

Third Trimester N3 Modules

- ✓ Mathematics
- ✓ Industrial Electronics
- ✓ Industrial Instruments
- ✓ Digital Electronics

National Certificate Engineering Studies

(Mechanical Engineering- Boiler maker/Fabricator N1 - N3)

COURSE OVERVIEW

Boilermakers fabricate, assemble, install, test, maintain and repair boilers, vessels, tanks, towers, heat exchangers and other heavy-metal structures. Boilermakers are employed in building manufacturing and power generation plants, in shipbuilding and on other industrial projects.

WHAT IS THE ROLE OF A BOILERMAKER?

Boilermakers are responsible for installing, repairing and maintaining boilers. They use their skills to read blueprints that show how to repair and build boilers.

ADMISSION REQUIREMENTS

- ✓ Grade 9(Standard 7) or its equivalent.
- ✓ NQF Level 1 Qualification or its equivalent

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources

IS BOILERMAKER A GOOD CAREER?

Boilermakers are specialised artisans who mark off and fabricate structural steel and other metal stock to make or repair metal products and structures including boilers and pressure vessels. Becoming a boilermaker is a riveting career choice and holds a lot of responsibility and duties.

ARE BOILERMAKERS IN DEMAND IN SA?

South Africa has a wide market for Boilermaker jobs. There is substantial demand for such professionals in several industries and sectors with more than 600 listings currently available.

WHERE CAN BOILERMAKER WORK?

They often work outdoors in all types of weather, including extreme heat and cold. Dams, boilers, storage tanks, and pressure vessels are usually large. Therefore, boilermakers often work at great heights. When working on a dam, for example, they may be hundreds of feet above the ground.

AWARD

A student will qualify for a National N Certificate in in Engineering Studies on completion of a minimum of 4 subjects on N3 Level.

EXAMINATION AND CERTIFICATION

DAM Technical College has two examination centres where student write the final examinations of the Nated N courses these are

Pretoria Campus Examination Centre no. **899998801**

Braamfontein (Johannesburg) Campus Examination Centre no **8999990879**

Certification Body

The N Certificate is issued by the National Department of Education and is recognized by Commerce and Industry.

Programme structure

First Trimester N1 Modules

- ✓ Mathematics
- ✓ Engineering Science
- ✓ Plating and structure Steel Drawing
- ✓ Metal Workers Theory

Second Trimester N2 Modules (Choose 4 Modules)

- ✓ Mathematics
- ✓ Engineering Science
- ✓ Plating and structure Steel Drawing
- ✓ Platers Theory
- ✓ Welder's Theory

Third Trimester N3 Modules

- ✓ Mathematics
- ✓ Engineering Science
- ✓ Plating and structure Steel Drawing
- ✓ Mechano Technology

National Certificate Engineering Studies

(Mechanical Engineering- Fitting and Turner N1 - N3)

COURSE OVERVIEW

Fitter and Turner's are highly skilled craftspeople who manufacture, construct, assemble and fit components for machinery, vehicles, installations and other apparatus or articles. Fitter and turners are also responsible for the maintenance and repair of such equipment.

WHAT DOES MECHANICAL FITTER AND TURNER DO?

What is a Mechanical Fitter and Turner? Fitters and Turners are highly skilled craftsmen who manufacture, construct, assemble and fit components for machinery.

WHAT IS FITTING AND TURNING IN ENGINEERING?

A fitting and turning is a trade who manufactures metal components (turning) and assembles them (turning) to construct industrial machinery, machine components or tool

ADMISSION REQUIREMENTS

- ✓ Grade 9(Standard 7) or its equivalent.
- ✓ NQF Level 1 Qualification or its equivalent

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources

Where does a fitter and turner work?

Fitters and turners are people who are highly skilled in manufacturing and constructing components for machinery and can use power operated tools such as lathes, milling and drilling machines. They maintain and repair many different kinds of machines

Are Mechanical Engineers in demand in SA?

Which engineering is in demand in South Africa? According to a Critical Skills List released by the Department of Home Affairs in February 2022, industrial, civil, mechanical, aeronautical, chemical, mining, biomedical, agricultural, electrical, energy, and electronic professionals are in demand.

AWARD

A student will qualify for a National N Certificate in in Engineering Studies on completion of a minimum of 4 subjects on N3 Level.

EXAMINATION AND CERTIFICATION

DAM Technical College has two examination centres where student write the final examinations of the Nated N courses these are

Pretoria Campus Examination Centre no. **899998801**

Braamfontein (Johannesburg) Campus Examination Centre no **8999990879**

Certification Body

The N Certificate is issued by the National Department of Education and is recognized by Commerce and Industry.

Programme structure

First Trimester N1 Modules

- ✓ Mathematics
- ✓ Engineering Science
- ✓ Plating and structure Steel Drawing
- ✓ Metal Workers Theory

Second Trimester N2 Modules

- ✓ Mathematics
- ✓ Engineering Science
- ✓ Engineering Drawing
- ✓ Fitting and Machining Theory

Third Trimester N3 Modules

- ✓ Mathematics
- ✓ Engineering Science
- ✓ Engineering Drawing
- ✓ Mechano Technology

National Certificate Engineering Studies

(Mechanical Engineering- Motor/Diesel Mechanic N1 - N3)

COURSE OVERVIEW

Boilermakers fabricate, assemble, install, test, maintain and repair boilers, vessels, tanks, towers, heat exchangers and other heavy-metal structures. Boilermakers are employed in building manufacturing and power generation plants, in shipbuilding and on other industrial projects.

WHAT IS THE ROLE OF A BOILERMAKER?

Boilermakers are responsible for installing, repairing and maintaining boilers. They use their skills to read blueprints that show how to repair and build boilers.

ADMISSION REQUIREMENTS

- ✓ Grade 9(Standard 7) or its equivalent.
- ✓ NQF Level 1 Qualification or its equivalent

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources

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They often work outdoors in all types of weather, including extreme heat and cold. Dams, boilers, storage tanks, and pressure vessels are usually large. Therefore, boilermakers often work at great heights. When working on a dam, for example, they may be hundreds of feet above the ground.

AWARD

A student will qualify for a National N Certificate in in Engineering Studies on completion of a minimum of 4 subjects on N3 Level.

EXAMINATION AND CERTIFICATION

DAM Technical College has two examination centres where student write the final examinations of the Nated N courses these are

Pretoria Campus Examination Centre no. **899998801**

Braamfontein (Johannesburg) Campus Examination Centre no **8999990879**

Certification Body

The N Certificate is issued by the National Department of Education and is recognized by Commerce and Industry.

Programme structure

First Trimester N1 Modules

- ✓ Mathematics
- ✓ Engineering Science
- ✓ Plating and structure Steel Drawing
- ✓ Metal Workers Theory

Second Trimester N2 Modules (Choose 4 Modules)

- ✓ Mathematics
- ✓ Engineering Science
- ✓ Plating and structure Steel Drawing
- ✓ Platers Theory
- ✓ Welder's Theory

Third Trimester N3 Modules

- ✓ Mathematics
- ✓ Engineering Science
- ✓ Plating and structure Steel Drawing
- ✓ Mechano Technology

National Diploma in Engineering Studies

(Mechanical Engineering N4 – N6)

COURSE OVERVIEW

A Mechanical Engineer diagnoses and repairs faults on cars and other vehicles. They work primarily on a vehicle's mechanical faults but may also use specialised tools and computers to diagnose and repair electronic faults on modern cars.

WHAT IS THE JOB OF MECHANICAL ENGINEER ?

Mechanical engineers design power-producing machines, such as electric generators, internal combustion engines, and steam and gas turbines, as well as power-using machines, such as refrigeration and air-conditioning systems. Mechanical engineers design other machines inside buildings, such as elevators and escalators

WHAT IS THE DUTY OF A MECHANICAL ENGINEER?

Mechanical Engineer optimize the performance of mechanical products, machinery, and equipment. They assist mechanical engineers to design mechanical products, analyze performance results, and maintain mechanical equipment and machinery.

ADMISSION REQUIREMENTS

- ✓ Grade 12 (Standard 10) or its equivalent
- ✓ National Certificate (N3) or its equivalent
- ✓ International students with a Senior School Certificate can apply

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources

WHERE DOES A MECHANICAL ENGINEER WORK?

Mechanical Engineer often work in the field, which might mean in a manufacturing facility or other industrial location. Some mechanical Engineer also work in an office, often in support of engineering personnel, but they usually also work in the field.

WHICH JOB IS BEST FOR MECHANICAL ENGINEER?

Here are the six best-paying jobs in mechanical Technician

- ✓ Automation engineer.
- ✓ Research and development engineer.
- ✓ Senior mechanical engineer.
- ✓ Senior design engineer.
- ✓ Powertrain engineer.
- ✓ Instrumentation engineer.

AWARD

A student will qualify for a National N Diploma Engineering Studies Mechanical Engineering on completion of a minimum of 12 subjects, ranging from N4 to N6, together with a minimum of two years in-service training.

EXAMINATION AND CERTIFICATION

DAM Technical College has two examination centres where student write the final examinations of the Nated N courses these are

Pretoria Campus Examination Centre no. **899998801**

Braamfontein (Johannesburg) Campus Examination Centre no **8999990879**

Certification Body

The N Certificate is issued by the National Department of Education and is recognized by Commerce and Industry.

Programme structure

First Trimester N4 Modules

- ✓ Mathematics
- ✓ Mechanotechniques
- ✓ Engineering Science
- ✓ Mechanical Droughting

Second Trimester N5 Modules

- ✓ Mathematics
- ✓ Mechanical Drawing and Design
- ✓ Power Machines
- ✓ Mechanotechniques

Third Trimester N3 Modules

- ✓ Mathematics
- ✓ Mechanical Drawing and Design
- ✓ Power Machines
- ✓ Mechanotechniques

National Diploma in Engineering Studies

(Mechanical Engineering - Mechanical Technician N4 - N6)

COURSE OVERVIEW

A Mechanical Technician diagnoses and repairs faults on cars and other vehicles. They work primarily on a vehicle's mechanical faults but may also use specialised tools and computers to diagnose and repair electronic faults on modern cars.

WHAT IS THE JOB OF MECHANICAL TECHNICIAN?

Mechanical engineers design power-producing machines, such as electric generators, internal combustion engines, and steam and gas turbines, as well as power-using machines, such as refrigeration and air-conditioning systems. Mechanical engineers design other machines inside buildings, such as elevators and escalators

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Mechanical technicians optimize the performance of mechanical products, machinery, and equipment. They assist mechanical engineers to design mechanical products, analyze performance results, and maintain mechanical equipment and machinery.

ADMISSION REQUIREMENTS

- ✓ Grade 12 (Standard 10) or its equivalent
- ✓ National Certificate (N3) or its equivalent
- ✓ International students with a Senior School Certificate can apply

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources

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WHICH JOB IS BEST FOR MECHANICAL TECHNICIAN?

Here are the six best-paying jobs in mechanical Technician:

- ✓ Automation engineer.
- ✓ Research and development engineer.
- ✓ Senior mechanical engineer.
- ✓ Senior design engineer.
- ✓ Powertrain engineer.
- ✓ Instrumentation engineer.

AWARD

A student will qualify for a National N Diploma Engineering Studies Mechanical Technician on completion of a minimum of 12 subjects, ranging from N4 to N6, together with a minimum of two years in-service training.

EXAMINATION AND CERTIFICATION

DAM Technical College has two examination centres where student write the final examinations of the Nated N courses these are

Pretoria Campus Examination Centre no. **899998801**

Braamfontein (Johannesburg) Campus Examination Centre no **8999990879**

Certification Body

The N Certificate is issued by the National Department of Education and is recognized by Commerce and Industry.

Programme structure

First Trimester N4 Modules (Choose 4 Modules)

- ✓ Mathematics
- ✓ Mechanotechniques
- ✓ Plating and structure Steel
- ✓ Drawing
- Engineering Science

Second Trimester N5 Modules

- ✓ Mathematics
- ✓ Fluid Mechanics
- ✓ Power Machines
- ✓ Strength of Materials

Third Trimester N3 Modules

- ✓ Mathematics
- ✓ Fluid Mechanics
- ✓ Power Machines
- ✓ Strength of Materials



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IT Courses

BASIC COMPUTER **SKILLS COURSE**

Basic Computer Skills Course is a skills programme, which consist of Unit standards which are registered on SAQA database and are accredited by the Media, Information and Communication Technologies Sector Education and Training Authority (MICTS SETA). On Completion, you will receive statements of results from MICTS Seta

COURSE OVERVIEW

In today's technologically oriented economy, it's no surprise that employees with strong computer skills fare better in the job market than their tech challenged counterparts. This trend influences hiring for virtually all jobs, not just technology-centered positions.

When you're job hunting, employers are going to want to know about your computer skills. That's because no matter what the position is, computers will almost certainly be involved. Just think about how ever-present computers are, from smartphones to cash registers to the ordering systems at restaurants.

Many traditional jobs are going away in favor of new, technologically-driven jobs. Some of those jobs require highly specialized skills, such as computer programming. Others merely help an office run better, such as email management.

The basic computer skills every job seeker should have are

Hardware and Software

- ✓ Understand the main components of a computer, including input and output devices.
- ✓ Understand the function of communication devices such as smartphones and tablets.
- ✓ Understand the role of Operating Systems, programs and apps.

Windows

- ✓ Turning on the computer and logging on.
- ✓ The Windows screen.
- ✓ Running programs from the Start Menu.
- ✓ Minimising, maximising, moving, resizing and closing windows.
- ✓ Logging off and shutting down your computer.

Working with Programs

- ✓ Running multiple programs.
- ✓ Desktop icons and creating a desktop shortcut.
- ✓ Managing programs from the taskbar.
- ✓ Closing programs.

File Management

- ✓ Managing Windows Explorer.
- ✓ Creating, moving, renaming and deleting folders and files.
- ✓ Understanding file extensions.
- ✓ Viewing storage devices and network connections.
- ✓ Managing USB flash drives.

Word Processing

- ✓ Creating documents in Microsoft Word.
- ✓ Typing text, numbers and dates into a document.
- ✓ Easy formatting.
- ✓ Checking the spelling in your document.
- ✓ Making and saving changes to your document.

Spreadsheets

- ✓ Understanding spreadsheet functionality.
- ✓ Creating spreadsheets in Microsoft Excel.
- ✓ Typing text numbers and dates into a worksheet.
- ✓ Easy formulas.
- ✓ Easy formatting.
- ✓ Charting your data.
- ✓ Making and saving changes to your workbook.
- ✓ Printing a worksheet.

Printing

- ✓ Print preview.
- ✓ Print settings.
- ✓ Managing the print queue.

Using Email

- ✓ The Outlook mail screen elements.
- ✓ Composing and sending an email message.
- ✓ Managing the Inbox.

Accessing the Internet

- ✓ Going to a specific website and bookmarking.
- ✓ Understanding how to search/Google effectively.
- ✓ Copy and paste Internet content into your documents and emails.
- ✓ Stopping and refreshing pages.
- ✓ Demystifying the Cloud.
- ✓ Understanding social media platforms such as Facebook and Twitter.
- ✓ Computer security best practices.

Accessing the Internet

MS word

Unit Standard Title	SAQA ID	NQF LEVEL	CREDIT
Use a Graphical User Interface (GUI)-based word processor to format documents	117924	2	5
Use a GUI-based word processor to enhance a document through the use of tables and columns	119078	3	5

Module 2 MS Excel

Unit Standard Title	SAQA ID	NQF LEVEL	CREDIT
Use a Graphical User Interface (GUI)-based spread sheet application to create and edit spread sheets	116937	2	4
Use a Graphical User Interface (GUI)-based spread sheet application to solve a given problem	116940	3	6

Accessing internet

Unit Standard Title	SAQA ID	NQF LEVEL	CREDIT
Enhance, edit and organize electronic messages using a Graphical User Interface (GUI)-based messaging application	116935	2	2
Use electronic mail to send and receive messages	116945	2	2

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources

MS OFFICE

MS Office is a skills programme, which consist of Unit standards which are registered on SAQA database and are accredited by the Media, Information and Communication Technologies Sector Education and Training Authority (MICTS SETA). On Completion, you will receive statements of results **from MICTS Seta**

COURSE OVERVIEW

Microsoft Office has become a leading platform to drive productivity at home and in the workplace. Whether it's managing email in Outlook, or building analysis spreadsheets in Excel, Office has made carrying out many computer based tasks easier for all of us.

Employers across many industries expect job seekers to have Microsoft Office (MS) skills. Even with the rise of Google Drive, a popular competitor, Microsoft Office remains the most preferred productivity software in businesses around the globe. You may not need to be an expert in MS Office for your next job, but you'll improve your job prospects and be considered for more roles if you're at least acquainted with the basics.

What's more, if you're applying for any kind of administrative position, you'll need to be well-versed in using Office programs for your daily tasks. Most likely, your hiring manager will expect a high level of MS Office proficiency.

DURATION: 5 Months

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources

What does Microsoft Office course include?

Microsoft Office has many products mainly Microsoft Word, Microsoft PowerPoint & Microsoft Excel. In this course of MS office, all three products are covered. Microsoft Word is used for writing books, letters, resumes, applications, or any other documentation work.

Microsoft Office is a suite of applications designed to help with productivity and completing common tasks on a computer. You can create and edit documents containing text and images, work with data in spreadsheets and databases, and create presentations and posters

Career Opportunities

- ✓ Typing.
- ✓ Computer Operating.
- ✓ Content Writing.
- ✓ Work from home.
- ✓ Data Capturing.
- ✓ Email.
- ✓ office computing
- ✓ End user computing

Programme structure

Module 1 MS Word

Unit Standard Title	SAQA ID	NQF LEVEL	CREDIT
Use a Graphical User Interface (GUI)-based word processor to format documents	117924	2	5
Use a GUI-based word processor to enhance a document through the use of tables and columns	119078	3	5

Module 2 MS Excel

Unit Standard Title	SAQA ID	NQF LEVEL	CREDIT
Use a Graphical User Interface (GUI)-based spread sheet application to create and edit spread sheets	116937	2	4
Use a Graphical User Interface (GUI)-based spread sheet application to solve a given problem	116940	3	6

Module 3 MS PowerPoint

Unit Standard Title	SAQA ID	NQF LEVEL	CREDIT
Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	117923	2	5
Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	116930	3	5

Module 4 MS Access

Unit Standard Title	SAQA ID	NQF LEVEL	CREDIT
Use a Graphical User Interface (GUI)-based database application to work with simple databases	116936	3	3
Design forms and reports using a Graphic User Interface (GUI) based database	258875	4	4

Module 5 Internet and E-Mail

Unit Standard Title	SAQA ID	NQF LEVEL	CREDIT
Enhance, edit and organize electronic messages using a Graphical User Interface (GUI)-based messaging application	116935	2	2
Use electronic mail to send and receive messages	116945	2	2

Further Education and Training Certificate

Information Technology Systems Development (Computer Programming)

SAQA ID 78965 NQF Level 4 Minimum Credits: 165

The FET Certificate: Information Technology Systems Development is registered On the SAQA database. It is accredited by the Media, Information and Communication Technologies Sector Education and Training Authority (MICTS SETA). On Completion, you will receive a National Certificate **NQF Level 4 from MICTS Seta**

COURSE OVERVIEW

The purpose of this qualification is to build a foundational entry into the field of Computer Sciences and Information Technology, specifically into the field of Systems Development, covering basic knowledge needed for further study in the field of Systems Development at Higher Education Levels.

WHAT IS INFORMATION TECHNOLOGY SYSTEMS DEVELOPMENT?

It prepares students for entry into the workplace or as. An undergraduate study in Systems Development areas covered, providing them with the. Necessary knowledge needed for further study in the fields of Information Technology and. Computer Sciences.

ADMISSION REQUIREMENTS

DURATION: 5 Months

- ✓ Grade 11 or its equivalent.

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources

OUTCOMES

Upon successful completion of Further Education and Training Certificate: Information Technology, Systems development Programme, the student should be able;

- ✓ Communicate effectively with fellow IT staff & users of information systems.
- ✓ Demonstrate an understanding of different types of computer systems and the use of computer technology in business.
- ✓ Demonstrate an understanding of problem solving techniques, and how to apply them in a technical environment.
- ✓ Demonstrate an understanding of Computer Technology Principles.
- ✓ Demonstrate an understanding of Computer Programming Principles
- ✓ Work effectively as a team member within a development project environment.
- ✓ Carry out, under supervision, a small size task to demonstrate an understanding of the knowledge, techniques & skills needed to understand the fundamentals of Computer Programming.

JOB OPPORTUNITIES

- ✓ System Developer
- ✓ Information Engineer
- ✓ Java Developer
- ✓ Programmer
- ✓ Web Developer
- ✓ Systems Analyst
- ✓ IT Project Manager
- ✓ Software Test Analyst

Programme structure

Module	TITLE
FIRST SEMESTER	
Module 1	Introduction to computer Systems
Module 2	The Principles of Computer Technology
Module 3	The Principle of Computer Programming
Module 4	Customer Support I
Module 5	Communication I
SECOND SEMESTER	
Module 6	Fundamentals of computer Programming
Module 7	Customer Support II
Module 8	Math Literacy
Module 9	Communication II

National Certificate : Information Technology

(Systems Development) NQF Level 5 SAQA ID: 48872

The National Certificate: Information Technology is registered On the SAQA database. It is accredited by the Media, Information and Communication Technologies Sector Education and Training Authority (MICTS SETA). On Completion, you will receive a National Certificate **NQF Level 5 from MICTS Seta**

COURSE OVERVIEW

This program will equip you with skills and knowledge required in the organisation to create, maintain and improve IT systems. A system Developers role includes database management, web programming, solving business problems, writing code, and creating multimedia.

WHAT DOES SYSTEM DEVELOPMENT DO?

Introduction: Systems development is the process of defining, designing, testing, and implementing a new software application or program. It could include the internal development of customized systems, the creation of database systems, or the acquisition of third party developed software.

ADMISSION REQUIREMENTS

DURATION : 1 year

- ✓ Grade 12 or its equivalent.
- ✓ An equivalent NQF Level 4
- ✓ International students with a Senior School Certificate can apply

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources

ABOUT

Systems development is the art and science of creating man-made systems to satisfy predetermined needs. It is a problem-solving process where we bring to bear appropriate elements of mankind's knowledge base to create new knowledge specific to the problem and, as a result, define a solution to the problem.

WHAT DOES SYSTEM DEVELOPMENT ENGINEER DO?

Systems Development Engineers perform traditional Systems Engineering and writes or develops scripts, applications, or mechanisms to manage infrastructure.

CAREER OPPORTUNITIES

- ✓ System Developer
- ✓ Information Engineer
- ✓ Java Developer
- ✓ Programmer
- ✓ Web Developer
- ✓ Technical Analyst
- ✓ SharePoint Systems Analyst
- ✓ Systems Analyst
- ✓ Solution Architect
- ✓ IT Project Manager
- ✓ Software Test Analyst
- ✓ Business Analyst

Programme structure

Module	TITLE
FIRST SEMESTER	
Module 1	Role of Technology in business Context
Module 2	Advanced Computer Technology
Module 3	Computer Programming Techniques
Module 4	Advanced Computer Programming
SECOND SEMESTER	
Module 5	Advanced Customer Support
Module 6	Advanced Communication Skills
Module 7	Advanced Computer Programming using Visual Basic
Module 8	Advanced programming using HTML (Web site development)



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POLICING

National Certificate Tactical Road Traffic Operations

NQF Level 5 SAQA ID: 80046 Minimum Credits: 143

National Certificate: Tactical Road Traffic Operations is registered On the SAQA database. It is accredited by Safety and Security Sector Education and Training Authority (SASSETA). On Completion, you will receive a National Certificate: Tactical Road Traffic Operations NQF Level 5 from SASSETA Seta

COURSE OVERVIEW

To equip the candidate with tools and techniques that help to understand the concepts of Tactical Road Traffic Operations within the context of the Road traffic Safety Management environment. To assist candidates to implement performance improvements at a team, project or small organization level.

ADMISSION REQUIREMENTS

DURATION : 1 year

- ✓ Grade 12 or must have qualification equivalent to NQF level 4

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources

PURPOSE:

CAREER OPPORTUNITIES

- ✓ To equip the candidate with tools and techniques that help to understand the concepts of Tactical Road Traffic Operations within the context of the Road traffic Safety Management environment.
- ✓ To assist candidates to implement performance improvements at a team, project or small organization level.
- ✓ To enable learners to understand how different functional perspectives work together in approaching and resolving real and complex problems of Tactical Road Traffic Operations
- ✓ To give learners an opportunity to understand and apply a range of management concepts in resolving management problems in their own organisation.
- ✓ To enable First Line Supervisor, Junior Managers and General Managers become effective and efficient in their line of work.

EXIT LEVEL OUTCOMES

- ✓ Manage operational projects and action plans in a road traffic unit.
- ✓ Monitor and improve interventions in a road traffic safety unit
- ✓ Conduct risk management in a road traffic unit.

CAREER OPPORTUNITIES

- ✓ Metro Police
- ✓ Traffic Officer
- ✓ Police Officer.
- ✓ Private Security Officer.

Programme structure

Module	TITLE
FIRST SEMESTER	
Module 1	Applied Legislation in Traffic Operation
Module 2	Organisational Traffic Management
Module 3	Manage performance in a Traffic environment
SECOND SEMESTER	
Module 4	Traffic Operations and Time management
Module 5	Operations Ethics in Traffic Management
Module 6	Communication and Administration in a Traffic Environment
Module 7	Practical Project

National Diploma: Policing

NQF Level 6 SAQA ID: 61729 MINIMUM CREDITS: 248

National Diploma in Policing is registered On the SAQA database. It is accredited by Safety and Security Sector Education and Training Authority (SASSETA). On Completion, you will receive a National Diploma in Policing NQF Level 6 from SASSETA Seta

COURSE OVERVIEW

The Diploma in Policing is aimed at students who are pursuing management careers within the field of Policing and Law Enforcement. The level of flexibility within the range of electives will allow the individual to pursue further specialisation in the field of Policing and Law Enforcement.

ADMISSION REQUIREMENTS

- ✓ An equivalent NQF Level 5 Qualification.

DURATION

- 1 year (If you have a level 5 Qualification in safety and security field)
- 2 Years (you start with a National Certificate: Tactical Road Traffic Operations NQF Level 5 Course)

METHOD OF STUDY

- ✓ Online
- ✓ Full Time
- ✓ Part-Time

KEY FEATURES

- ✓ Fully-accredited, successful online qualifications
- ✓ Flexible learning environment
- ✓ Online student community
- ✓ Affordable fees
- ✓ Quality Education
- ✓ Set your own pace
- ✓ Remote accessibility to online resources

PURPOSE:

The purpose of this qualification is to obtain a nationally recognised qualification in the law enforcement environment and to uplift the professional standards of policing. It will improve relationships between employer and employees and organisation and client (community) and attract and retain quality employees.

AT THE END OF THE COURSE A LEARNER WILL HAVE SKILLS, KNOWLEDGE AND ATTRIBUTES TO:

- ✓ Apply management skills
- ✓ Implement workplace relations in a work environment.
- ✓ Apply applicable legislation in a work environment
- ✓ Utilise a document management system.
- ✓ Assess service delivery of the organisation
- ✓ Range: Organization refers to but is not limited to a division, department and station of work
- ✓ Analyse operational plans for deployment and law enforcement purposes.

CAREER OPPORTUNITIES

- ✓ Metro Police
- ✓ Traffic Officer
- ✓ Police Officer.
- ✓ Private Investigator.
- ✓ Sexual Harassment EEOC Investigation
- ✓ Private Security Officer.
- ✓ Forensic Lab Technician.
- ✓ Corporate investigations
- ✓ Fraud and Financial Investigations
- ✓ Pre-employment Screening
- ✓ Worker's Compensation investigations

Programme structure

Module	TITLE
FIRST SEMESTER	
Module 1	Applied Legislation in Policing Environment
Module 2	Advanced Communications and Personnel Relations in Policing Environment
Module 3	Manage Crime Prevention and Policing Investigation
Module 4	Manage Service Delivery in Police
SECOND SEMESTER	
Module 5	Operations Ethics in Traffic Management
Module 6	Finance and Human Resource Management in Policing Environment
Module 7	Apply the Concepts and Principles of crime Prevention and Investigation in the context of law enforcement
Module 8	Practical project

