

## SHORT COURSES

### Courses Offered

English for Beginners	1
Bookkeeping to Balance Sheet	2
Computer Packages	3
MS Office	4
A+ Computer Engineering	5
Computer Secretarial	6
Computer Administration Clerk	7
Computer Receptionist	8
Call Centre	9
Technical matric (6 subjects)	10
Computer Cashier	11
Website Development	12

**BURSARY 20 – 100%**

**Apply :** [www.damtraining.co.za](http://www.damtraining.co.za)

**Distance & Exam only is acceptable**

## ENGLISH FOR BEGINNERS

**DURATION :** 6 Months

### Syllabus

Elementary Grammar  
Elementary conversation  
Elementary comprehension  
Basic grammar I & II  
Basic conversation  
Basic comprehension  
CD Tutorials

**DURATION :** 1 Year

### Syllabus

**Second Semester**  
Basic grammar III  
Intermediate grammar  
Intermediate Conversation  
Intermediate Comprehension  
Orals, Sounds and Pronunciation  
Tutorials CD

**First Semester**  
Elementary Grammar  
Elementary conversation  
Elementary comprehension  
Basic grammar I & II  
Basic conversation  
Basic comprehension  
Tutorials CD

**BURSARY 20 – 100%**

**Apply :** [www.damtraining.co.za](http://www.damtraining.co.za)

**Distance & Exam only is acceptable**

## Computerized Bookkeeping to Balance Sheet

**Duration :** 3 Months (with computer Packages)

US Type	NLRD	US Title
Bookkeeping to balance Sheet		
Elective	7825	Process financial transactions
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents
		Computer Typing Skills
<b>Pastel, MS Word , Typing Skills and MS EXCEL,</b>		
Core	116937	Use a Graphical User Interface (GUI)-based spread sheet application to create and edit spread sheets

**Duration :** 3 Months (no computer Packages)

US Type	NLRD	US Title
Bookkeeping to balance Sheet		
Elective	7825	Process financial transactions

### Qualifying learners could follow a career in:

Accounting Clerk  
Bookkeeping  
Data capturing  
Office Computing

Duration : MS Word and Typing Skills 4 Weeks, other, 2 weeks

## Computer Packages

MS Word and Typing Skills		
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns

MS Excel		
Core	116937	Use a Graphical User Interface (GUI)-based spread sheet application to create and edit spread sheets
Core	116940	Use a Graphical User Interface (GUI)-based spread sheet application to solve a given problem

MS Access		
Core	117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief
Core	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance

MS PowerPoint		
Core	117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief
Core	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance

### Typing Skills only

Internet and E-Mail		
Core	116935	Enhance, edit and organize electronic messages using a Graphical User Interface (GUI)-based messaging application
Core	116945	Use electronic mail to send and receive messages

## MS Office

Duration : 5 months

US Type	NLRD	US Title
<b>TYPING SKILLS</b>		
<b>MS WORD</b>		
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns
<b>MS EXCEL</b>		
Core	116937	Use a Graphical User Interface (GUI)-based spread sheet application to create and edit spread sheets
Core	116940	Use a Graphical User Interface (GUI)-based spread sheet application to solve a given problem
<b>MS ACCESS</b>		
Core	117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief
Core	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance
<b>MS PowerPoint</b>		
Core	117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief
Core	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance
<b>Internet and E-Mail</b>		
Core	116935	Enhance, edit and organize electronic messages using a Graphical User Interface (GUI)-based messaging application
Core	116945	Use electronic mail to send and receive messages

A qualifying Learner will have the knowledge and skills do the following, Data capturing, office computing, and End user computing.

## A+ Computer Engineering

Duration 4 Months

US Type	NLRD	US Title
Core	14917	Explain computer architecture concepts
Elective	14939	Assemble a personal computer or handheld computer and peripherals from modules
Elective	14940	Repair a personal computer or hand-held computer to module level
Elective	14950	Install a personal computer or handheld computer and peripherals
Elective	14943	Install system software and application software for a personal computer or hand-held computer

Qualifying learners could follow a career in:

- Computer Technician
- PC Technician
- Operating a PC Engineering workshop

N.B a Qualifying Learner will have the skills and knowledge needed to assembling computers, upgrading computers, diagnostics and repair, installation of computer operating systems , programs and peripherals, trouble shooting and problem resolution, maintenance and safety practices

**BURSARY 20 – 100%**

Apply : [www.damtraining.co.za](http://www.damtraining.co.za)

**Distance & Exam only is acceptable**

## Computer Secretarial

**Duration : 5 Months**

US Type	NLRD	US Title
Elective	7790	Process incoming and outgoing telephone calls
Elective	13928	Monitor and control reception area
Core	110009	Manage administration records
<b>MS Word and Typing Skills</b>		
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns
<b>Computer Typing Skills</b>		
<b>MS Access</b>		
Elective	258875	Design forms and reports using a Graphic User Interface (GUI) based database
Core	116936	Use a Graphical User Interface (GUI)-based database application to work with simple databases
<b>Internet and E-mail</b>		
Core	116935	Enhance, edit and organize electronic messages using a Graphical User Interface (GUI)-based messaging application
Core	116945	Use electronic mail to send and receive messages

**Qualifying learners could follow a career in:**

- Computer Secretarial services
- Administration Clerk
- Call Centre
- Reception services
- Switchboard operations
- Typing
- Data capturing
- Reception supervision

## Computer Administration Clerk

**Duration : 5 Months**

US Type	NLRD	US Title
Elective	7790	Process incoming and outgoing telephone calls
Elective	13928	Monitor and control reception area
Core	110009	Manage administration records
<b>MS Word and Typing Skills</b>		
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns
<b>Computer Typing Skills</b>		
<b>Internet and E-mail</b>		
Core	116935	Enhance, edit and organize electronic messages using a Graphical User Interface (GUI)-based messaging application
Core	116945	Use electronic mail to send and receive messages

**BURSARY 20 – 100%**  
**Apply : [www.damtraining.co.za](http://www.damtraining.co.za)**  
**Distance & Exam only is acceptable**

## Computer Receptionist

Duration : 3 Months

US Type	NLRD	US Title
Elective	7790	Process incoming and outgoing telephone calls
Elective	13928	Monitor and control reception area
Elective	7836	Monitor customer satisfaction
MS Word and Typing Skills		
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns
<i>Computer Typing Skills</i>		
Internet and E-mail		
Core	116935	Enhance, edit and organize electronic messages using a Graphical User Interface (GUI)-based messaging application
Core	116945	Use electronic mail to send and receive messages

Qualifying learners could follow a career in:

- Administration Clerk
- Reception services
- Switchboard operations
- Typing
- Data capturing

## Call Centre

Duration : 3 Months

US Type	NLRD	US Title
Elective	7790	Process incoming and outgoing telephone calls
Elective	13928	Monitor and control reception area
Elective	7836	Monitor customer satisfaction
MS Word and Typing Skills		
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns
<i>Computer Typing Skills</i>		
Internet and E-mail		
Core	116935	Enhance, edit and organize electronic messages using a Graphical User Interface (GUI)-based messaging application
Core	116945	Use electronic mail to send and receive messages

Qualifying learners could follow a career in:

- Administration Clerk
- Reception services
- Switchboard operations
- Typing
- Data capturing

**BURSARY 20 – 100%**  
**Apply : [www.damtraining.co.za](http://www.damtraining.co.za)**  
**Distance & Exam only is acceptable**

## N3 ENGINEERING STUDIES

Duration: 3 Months

### Boiler Making

- Mathematics
- Engineering Science
- Plating & structural Steel Drawing

### Electrical Engineering

- Math
- Engineering Science
- Industrial Electronics
- Electro Technology

### Civil Engineering

- Mathematics
- Building Science
- Building Drawing
- Building and civil

### Business Subjects

- Mathematics
- Supervision in industry
- Industrial Orientation
- Industrial

### Mechanical Engineering

- Math
- Engineering Drawing
- Motor Trade Theory
- Engineering Science

**BURSARY 20 – 100%**

Apply : [www.damtraining.co.za](http://www.damtraining.co.za)

**Distance & Exam only is acceptable**

## Computer Cashier

Duration: 8 weeks

### Cashier Skills

#### MS Word and Typing Skills

Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns



## WEBSITE DEVELOPMENT

**Duration :** 4 Months

### COURSE OUTCOMES

Introduction to Web Design  
Basic HTML Tags  
Getting started with CSS  
Dealing with Images  
Linking to other pages  
CSS Layouts  
HTML4 and HTML5 tables  
HTML Forms  
HTML5 Forms  
Getting your site on the Internet

**BURSARY 20 – 100%**

**Apply :** [www.damtraining.co.za](http://www.damtraining.co.za)

**Distance & Exam only is acceptable**