



Trust Academy Newsletter



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Training ... for Excellence

A leading academic and professional institution

Trust Academy launches internship division

Trust Academy has launched an internship division born out of the desire to boost students' employability.

Speaking after the launch of the unit, Head of Department, Mr Chitunhu highlighted the department will assist students in work related learning matters such as securing vacancies, assessments, mentorship and other technical support. This, he said will give students an opportunity to gain an edge in an increasingly competitive global job market.

"The institution has already managed to secure attachments places for some students and will be involved in assessing and measuring the performance of these students. These students should be our ambassadors and should exhibit the highest form of professionalism in all their endeavors," said Mr Chitunhu.

He called upon students to make use of the unveiled opportunity to acquire industrial experi-



Head of Internship Division, Mr Chitunhu

ence that will help in boosting their CVs.

"With more people getting degrees and diplomas, having a diploma or degree simply does not cut it as much as it used to. In the past, people with

To page 5

INSIDE THIS ISSUE

- Trust Academy applauded for accelerating technological expertise **3**
- Business School Revision lessons underway **3**
- Make use of the library, students urged **3**
- From the Librarian's Desk –It's that time of the year again **4**
- Exam writing tips **7**
- Tackling lack of concentration **8**



The Management & Staff of Trust Academy would like to wish all our valued students all the best in their exams. We strongly believe you are going to exhibit the highest level of performance attained during your course of study. May the Good Lord be with you throughout this very important part of your career.



Trust Academy applauded for accelerating technological expertise

The Business world and students have hailed Trust Academy for offering a variety of ICT courses that will help in the proliferation of technological expertise in the country.

Trust Academy participated at this year's ICT Africa Conference which was held from the 5th to the 7th of October at the Harare International Conference Centre. It was held under the theme, "ICT's for sustainable and human centered development".

The business people, who visited Trust Academy stand at the Computer Society of Zimbabwe's 2011 ICT Africa summit, highlighted that the trained ICT personnel are contributing to enhanced company production through the provision of quality know-how.

"Slowly but surely Zimbabweans are awakening to calls for network security. Frankly, I am yet to meet an "ethical" hacker but finally the prestigious Certified Ethical Hacker (C.E.R) course is now being offered locally by institutions like Trust Academy to enhance network security," said Mr Mutambirwa, IT specialist form HT Technologies.

"The crème de la crème of IT

students and gurus can be nurtured with better tertiary orientation and only after that can our local populace appreciate the technological edge with relevance to their day-to-day life.

Technological crave is not a quest for status but a plain daily need," he said.

The College, which introduce on demand and relevant courses in ICT, was lauded for its demand-driven curriculum for the future, recognized as being designed to meet labour market demand and local economic plans.

"Trust Academy has played a significant role in capacitating people with necessary ICT skills best fit for the digital world. Such a variety of courses shows that the institution is really in the driving seat," said Midlands State University Computer Sciences student, Fungai Manatsa.

"The occasion proved of immense benefit to students with a passion in ICT who were able appreciate the sector and such acquired experience will help in shaping their career position," said Trust



Trust Academy stand during 2011 ICT Africa Conference

Academy's Computer Specialist Mr Justin Makota who accompanied a group of junior students to the conference.

Commenting on the merits of the summit, Trust Academy IT Lecturer, Ms Mhute hailed the 2011 ICT Africa as a success and highlighted that the event provided windows of opportunities to the college to market various IT programmes of offer.

"The Conference provided the opportunity for the institution to showcase various IT programmes in our portfolio as well as the provision of career guidance to school children, undergraduate students and others who want to enter the ICT sector," said Mhute.

The institution which had launched a series of sector-leading practices which include the recent corporate training division was urged to build on its already favourable innovation approach towards the education safari.

Trust Academy offers certification programmes in Microsoft Academy, CompTIA, Prometric, Oracle, CISCO and recently launched network security courses.

Business School revision lessons underway

The Business School has launched revision lessons which are designed to bolster students' exam preparedness, Business School Senior Lecturer, Mr Chidembo has said.

In an interview, Business and Secretarial School Senior Lecturer, Mr Chidembo revealed that revision lessons have commenced on the 1st of October and will run till the 23rd of October 2011.

"We are offering revision lessons for selected subjects for all classes that is day, evening and weekend

classes. Such courses like Accounting, Taxation and Auditing will receive due attention since they are deemed difficult based on students' requests and our experiences.

"In these revisions, lecturers will be providing model answers to past exam papers while also equipping students with useful exam tips that will enable them to ace their exams," said Mr Chidembo.

Mr Chidembo also reiterated that revisions are useful to students as they give an opportunity to students to assess their performance and prepared-



Business and Secretarial School Senior Lecturer, Mr Chidembo.

ness in different areas under study.

Make use of the library, students urged

Exam writing students have been called upon to utilize the library to boost their chances of acing impending exams.

The Business and Secretarial School Senior Lecturer, Mr Chidembo underscored the need for students to utilize the library and study rooms in order to adequately prepare for exams.

"I am encouraging students to fully utilize the resource centre for their effective exam preparation," said Mr Chidembo.

His words were echoed by Information and Communication Head, Mr Mbindi who bemoaned

low utilization of the resource centre by the students .

"The college has channeled more resources towards the library's capitalization and I



Information and Communications Head, Mr Mbindi lambasts low library utilisation by students.

am urging students to appreciate its value towards the attainment of their educational goals," said Mr Mbindi.

Mr Chidembo also indicated the availability of conducive reading rooms which are open from 8 am to 8 pm during the week and are also open on at weekend up to 330pm.

Mr Mbindi however, noted that the study rooms in the 4th floor are reserved for quiet studying and reiterated that those wishing to have discussions should channel their request to Mr Chidembo for an arrangement of a convenient discussion room.

"Discussion rooms can be arranged. So I am urging those who want the service to get in touch with the Mr Chidembo," said Mr Mbindi.

From the Librarian's Desk– It's that time of the year again

My former high school headmaster, Mr. Mashoko would always begin his assembly speech with the words "Suffer now and enjoy later". In other words read now and enjoy later.

Indeed it is that time of the year where you have to sacrifice some entertainment for study. Love it or hate it examination time is just around the corner. If you visit the library in the afternoon, it will be fully packed. The flow of library users has tremendously increased. One has to be early to get a place because everyone is busy preparing for the exams. Both the library and reading room are being heavily used for study.

Many are now through with their syllabus and are now revising. For those who have not yet started reading, it's never too late to start reading now, however you have to work a little harder and sleep less.

In the last article we indicated to you the resources available in the library. It is time to exploit these materials to the maximum. The library closes at 6:30pm to allow students to study.

Shimmer Chinodya, a renowned author of English textbooks in Zimbabwe identify four major study skills which are scanning, skimming, light reading and study reading. Study reading is slow, careful type of reading you do

mainly when you are studying. The aim being to master what is being read, to get all the main facts. This is the kind of reading that students are involved in

when they visit the library. We have come up with some simple study tips from the librarian's point of view.

Simple study tips

Time Table

By now you already have a time table which you are adhering to – you have to be more disciplined in following it.

Study place

The library is ideal for quiet study because its noise free. Noise will disturb you when you are studying thus avoid noisy areas and avoid making noise for others who will be studying.

Study Material

Use prescribed recommended textbooks, relevant notes, revision past papers and exam guides.

CIS and IAC have simplified study packs for some subjects which are available in the library. The past



Students utilising the library in exam preparation

papers for CIS, IAC, and SAAA are available for photocopying. BMIS, DMIS, ISOA and project management past papers are for sale.

ABE – visit www.abeuk.com for past papers and exam material.

ACCA- visit www.accaglobal.com for past papers and exam material.

City and Guilds – visit www.cityandguilds.com for study material.

LCCI – visit www.lcci.org.uk for past papers and exam material.

IMIS – visit www.imis.org.uk and find past papers and exam material.

IMM – visit www.imm.co.za and find important information such as exam dates.

Friends

Friends and family will always be there even after exams – so they should interrupt you until exams are over. Be bold and advise them you are busy and can only afford little time for them, however it will be

From the Librarian's Desk– It's that time of the year again *-from page 4*

party time after exams.

Face book – limit yourself to 10 minutes per day or not at all.

Calls – Avoid long calls.

Internet – browse only for exam purposes, entertainment after exams.

Expert advice

Seek expert advice when you are stark. Experts include teachers and lecturers. You can discuss, yes, but when you are stark you need expert advice.

Readiness

Be ready for the exam by reading whilst there is still time making use of the available resources. Avoid last

minute reading.

Adding the above tips to the ones you already know will guarantee you success in your exams.

Wish you all the best in your exams.

Trust Academy launches internship division *-from page 1*

diplomas and degrees often had a major advantage in the job market because not as many people went to college.

“Nowadays with more students finishing college, students need to look at other options of gaining competitive edge over their peers,” said Mr Chitunhu.

Internships are beneficial because they provide students with experi-

ence and contacts thereby beefing up one's portfolio or CV which is critical in landing the ideal job upon graduation.

Trust Academy always strive for better ways of educating students and organising their education and training systems so that they gain a competitive edge in tight job market.

Furthermore, with the world an ever-changing place, politically, geographi-

cally and technologically, Trust Academy always try to adapt and incorporate these changes in an effort to produce more creative, effective and adaptable human resources.

Students who need more clarifications and assistance on the internship programme should visit Mr Chitunhu's office or email nchitunhu@trustacademy.co.zw

Students urged to have a say in 2012 time table development

Students have been urged to submit their proposals to the Business School for consideration during 2012 time table development process.

This comes amid reports that some students are not able attend

Friday evening and Saturday classes.

“We appreciate their situation and we are trying our best to see how we can accommodate them. I am urging students to submit their suggestions to Mr Chidembo for consideration into the 2012 time table,” said Mr

Mbindi.

The Information and Communications Head highlighted that the institution is open to advice and values the feedback from its customers.

For your views and comments e-mail to information@trustacademy.co.zw

Get connected and be part of Trust Academy family network!

Brain Teaser - Test your knowledge

1. Imagine you are driving a bus. When you start your trip there are an old lady named Johnson and a long-haired kid on the bus. At the first stop the lady leaves and a top businessman enters. At the next stop Frankie, a young boy, enters with his little sister. Then three old ladies who have been shopping in the mall get on. After a short trip the long-haired kid leaves the bus and a man and lady enter. Paul with his dog Blue gets on, while Frankie and his sister get off, and, finally, the bus arrives at the bus station. What is the name of the bus driver?
2. That attorney is my brother, testified the accountant. But the attorney testified he didn't have a brother. Who is lying?
3. What goes up and never comes down?
4. What is the maximum number of times a normal sheet of (news)paper can be folded in half by hand?
5. The maker doesn't want it; the buyer doesn't use it; and the user doesn't see it. What is it?
6. How could you rearrange the letters in the words "new door" to make one word?

Go to page 7 for suggested answers

For other enquiries contact the following key employees

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Exam writing tips

Examination time is the most dreaded period for any student irrespective of his/her intelligence.

Many spent all the night cramming for an exam the next day. Here are some general tips to help you do your best going into the exam room.

Plan to peak for tests

Reach for your ultimate preparation and alertness for the exam time.

Focus and supercharge your mind.

Get some sleep. Don't stay up all night if you want to be alert. You will reach a point where your productivity declines anyway, so sleep to refresh your mind the next morning.

Remember the main points of your notes, reviewing what the lecturer has emphasized to supercharge your intermediate memory.

Make maximum use of your short term memory.

Review crucial facts and info in the minutes while you're waiting for the exam room to open up.

Recall and write that info immediately when the exam starts.

Memorize key facts

Use memory tricks such as acronyms and unusual illustration to associate to the key words and facts you have to remember.

Choose the order of your answers wisely.

Begin by skimming the questions as quickly as possible and note any initial thoughts beside each question.

You don't always have to start at the beginning if you know another question better. Start on a question you know well to give you confidence, get off to a good start, that you can finish quickly rather than getting stuck on and taking valuable time on one you're less sure of.

Remember your objective is to show the examiner what you know. If your thoughts aren't clicking on one question, you're probably wasting your time. Move on to a question where you can be more

productive.

Spend more time on heavier weighted questions.

In answering the questions:

1. Take a few moments to organize your answers to avoid presenting information in random disarray.
2. Have rough paper handy to jot a quick outline or checklist of points you want to cover (and to capture those few points you reviewed while waiting for the exam to start that are in your short term memory!), or try a couple of approaches on a proof if you're not sure of the solution.
3. On longer written answers, be sure to have an introduction and conclusion.
4. Be as interesting and creative as you possibly can in your limited time
5. Go for partial credit when you don't know the answer in full.

Good luck in your exams!

Brain Teaser –Suggested Answers –from page 6

1. Your name, you're the one driving the bus, remember.
2. Neither, the accountant was his sister.
3. Age.
4. Only once. After that you're folding it into quarters, eights and so on.
5. A coffin
6. One word

Tackling lack of concentration

Causes of lack of concentration

One of the main causes of missing of what you are reading is lack of concentration. When your attention wanders, words slip by and leave you with little memory of what you have read. You may go through the motions of reading and studying, sometimes for hours at a time but end up with poor results.

- Not being prepared to read and study
- A lack of interest in the material
- The material is too difficult
- A lack of motivation
- A lack of suitable goal
- Too much noise or activity around you
- Emotional problems
- Being tired
- Having too much to do

A major cause of not concentrating is not being interested in the work. If you are studying something you

really want to, your attention generally will remain keen. However, when you are reading something that you consider dull or boring, you will usually find it difficult. This is probably because you didn't prepare yourself properly to work on the task.

If your lack of concentration is due to being tired or not being motivated, you may have to postpone the work until a more suitable time. Certainly a wise use of available time to read and study is one of the best remedies.

Fear of failure is another reason for poor concentration. Often the thought of failing an exam or assignment starts to take more time than the actual study and this in turn adds to your worry.

Here is a list of suggestions which will help you improve your power of concentration

1. Select a place you like to study and where there are few distractions.

2. Plan your study time so that you will have enough time to finish your work.
3. Make sure that you have all the materials and resources you need to finish the assignment.
4. Develop a positive mental attitude to the task ahead. Think about finishing your work and try to do well.
5. Remember your purpose for studying and make this your goal. Question yourself about what you are studying and then read actively for the answers.
6. Work in short sessions of forty to fifty minutes and take regular breaks to avoid getting tired.
7. Make notes and summaries of the main points you are studying and refer to them to check your progress.
8. Break your work into smaller units of study and mark each unit off as you complete it.

Good luck in your exams !

Quote of the Month

Success is the state of mind. If you want success, start thinking of yourself as a success.

- Dr Joyce Brothers American Psychologist