

**EVELYN HONE COLLEGE MANAGEMENT BOARD IS NOW ENROLLING FOR  
DECEMBER 2017, SHORT INTENSIVE COURSES.**

**THE FOLLOWING SHORT COURSES WILL RUN FROM 4<sup>TH</sup> DECEMBER 2017 TO 29<sup>TH</sup> DECEMBER 2017**

No.	COURSE	DURATION		TARGET GROUP	TUITION FEE	SCHOOL/DEPARTMENT
		DAY CLASSES	EVENING CLASSES			
1	Psychosocial Counselling	3 weeks	4 weeks	Future counsellor, Hospitals/clinic personnel	K2,500	EDUCATION
2	Assaying( Sampling, Sample preparation and Sample management)	1 week	2 weeks	Mines, Science Teachers, Laboratory Technologists and Technicians, Scientists	K2,000	APPLIED AND HEALTH SCIENCES
3	Techniques in preparation of chemical solutions in Laboratories	2 weeks	3 weeks	Science Teachers, Laboratory Technologists, Laboratory Technicians, Scientists	K2,500	APPLIED AND HEALTH SCIENCES
4	Records Management – Phase 1 and Phase 2	3 weeks	4 weeks	Government ministries, Hospitals, learning institutions	K2,500	COMMUNICATION SKILLS
5	Secretarial Intensive Shorthand Speed Development – Phase I and Phase 2	3 weeks	4 weeks	Shorthand-typists, Stenographers & Secretaries	K2,500	BUSINESS AND MANAGEMENT STUDIES
6	Production Typewriting Stage I and II	3 weeks	4 weeks	Executive Assistants, Business men, Managers, Government institutions.	K2,500	BUSINESS AND MANAGEMENT STUDIES
7	Front Office Management	3 weeks	4 weeks		K2,500	

				Receptionists, Typists, Secretaries, Government institutions.		BUSINESS AND MANAGEMENT STUDIES
8	Accounting and finance for non-financial managers/personnel	1 week	2 weeks	Business entrepreneurs, owner-managers of businesses, staff of SMEs,	K2,500	BUSINESS AND MANAGEMENT STUDIES
9	Cash Flow and Working Capital Management	1 weeks	2 weeks	Finance officers, Treasurers, Accountants, Purchasing officers, Entrepreneurs and Managers.	K2,500	BUSINESS AND MANAGEMENT STUDIES
10	Risk Assessments and Management Controls in Organisations	2	3	Small Business Owners, Shop floor Supervisors in Supermarkets, filling Stations and Non Accounting Professionals	K2,500	BUSINESS AND MANAGEMENT STUDIES
11	Stores and Inventory Management	1 week	2 weeks	Stores officers, Buyers, Purchasing Supervisors	K2,500	BUSINESS AND MANAGEMENT STUDIES
12	Transport and Logistics	1 week	2 weeks	International Trade Companies, Freight and Forwarding Companies	K2,500	BUSINESS AND MANAGEMENT STUDIES
13	Retail Operations Management	1 Week	2 Weeks	Supermarkets, retail outlets owners	K2,000	BUSINESS AND MANAGEMENT STUDIES
14	Business Plan Development and Business Project Proposal Writing	1 week	2 weeks	SME's Individuals involved in approving Business Plans	K2,000	BUSINESS AND MANAGEMENT STUDIES
15	Health and Safety in Factories	1 weeks	2 weeks	Factory Floor Managers/Employees	K2,500	BUSINESS AND MANAGEMENT STUDIES
16	Office Productivity Software ( Microsoft access, Microsoft PowerPoint and Microsoft excel)	2 weeks	3 weeks	Secretaries, Account Clerks, Office Assistants, Managers, School leavers & any staff working with IT tools	K2,000	BUSINESS AND MANAGEMENT STUDIES

17	Programming in Visual Basic/C#	3 weeks	4 weeks	School leavers / IT technicians, Programmers,	K2,000	BUSINESS AND MANAGEMENT STUDIES
18	Web Development (Html/css/Javascript/php)	3 weeks	4 weeks	IT technicians, Programmers, New persons to website programing	K2,500	BUSINESS AND MANAGEMENT STUDIES
19	Cyber Security/Forensics	3 weeks	4 weeks	IT Technicians, Network administrators, System administrators	K2,500	BUSINESS AND MANAGEMENT STUDIES
20	Supervisory skills and Team building	1 week	2 weeks	Supervisors/ Team Leaders	K2,500	BUSINESS AND MANAGEMENT STUDIES
21	Educational Leadership and Management	2 weeks	3 weeks	School, College Administrators	K2,500	BUSINESS AND MANAGEMENT STUDIES
22	Stata and SPSS	1 week	2 weeks	Researchers, students	K2,000	BUSINESS AND MANAGEMENT STUDIES
23	CCNA-1	2 weeks	3 weeks	IT Technicians, Network administrators	K2,500	ICT
24	Computer Repairs	2 weeks	3 weeks	IT Technicians & any person who want to gain skills in computer repair and maintenance	K2,000	ICT
25	Network Administration	2 weeks	3 weeks	School leavers / working class	K2,000	ICT
26	Video Production	3 weeks	4 weeks	Cameramen & producers	K2,500	MEDIA STUDIES
27	Photo Journalism	3 weeks	4 weeks	Photo journalists & camera personnel	K2,500	MEDIA STUDIES
28	Customer relations	3 weeks	4 weeks	Service institutions, Hospitals, NGO's, etc	K2,500	MEDIA STUDIES
29	Graphic Arts Reproduction	3 weeks	4 weeks	Print finishers, Graphic Arts Designers, Machine Minders, Graphic Arts Reproduction	K2,000	MEDIA STUDIES

30	Machine Printing	3 weeks	4 weeks	Print finishers, Graphic Arts Designers, Machine Minders, Graphic Arts Reproduction	K2,000	MEDIA STUDIES
31	Computer Print Origination	3 weeks	4 weeks	Print finishers, Graphic Arts Designers, Machine Minders, Graphic Arts Reproduction	K2,000	MEDIA STUDIES
32	Certificate in Medical Imaging Processes	3 weeks	4 weeks	Darkroom Technicians serving in radiography department	K2,500	APPLIED AND HEALTH SCIENCES
33	Medical Laboratory Quality Management	-	4 weeks	Clinical Laboratory Practitioners, Medical and Health professions.	K2,500	APPLIED AND HEALTH SCIENCES
34	Diagnostic Ultrasound Appreciation for Midwives	2 weeks	4 weeks	Midwives, prospective Midwives	K2,500	APPLIED AND HEALTH SCIENCES

**TO APPLY SEND YOUR NAME, POSTAL ADDRESS, PHONE NUMBER, QUALIFICATIONS, COURSE APPLIED FOR AND INDICATE DAY OR EVENING CLASS TO:**

**SMS OR CALL: 0977 313869/ 0964 032960**

**EMAIL: [shortcourses@evelynhone.edu.zm](mailto:shortcourses@evelynhone.edu.zm) OR Come to Admissions Office at Evelyn Hone College along Church Road.**