

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

THE FOLLOWING SHORT COURSES WILL RUN FROM 14TH AUGUST 2017 TO 8TH SEPTEMBER 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)	2 week	3 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 Stage 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	Receptionists, Typists, Secretaries, Government institutions.	K2,500	BUSINESS AND MANAGEMENT STUDIES

8	Accounting and finance for non-financial managers/personnel	2 week	3 weeks	Business entrepreneurs, owner-managers of businesses, staff of SMEs,	K2,500	BUSINESS AND MANAGEMENT STUDIES
9	Cash Flow and Working Capital Management	2 weeks	3 weeks	Finance officers, Treasurers, Accountants, Purchasing officers, Entrepreneurs and Managers.	K2,500	BUSINESS AND MANAGEMENT STUDIES
10	Risk Assessments and Management Controls in Organizations	2 week	3 weeks	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	2 week	3 weeks	Stores officers, Buyers, Purchasing Supervisors	K2,500	BUSINESS AND MANAGEMENT STUDIES
12	Transport and Logistics	2 week	3 weeks	International Trade Companies, Freight and Forwarding Companies	K2,500	BUSINESS AND MANAGEMENT STUDIES
13	Retail Operations Management	2 week	3 weeks	Supermarkets, retail outlets owners	K2,000	BUSINESS AND MANAGEMENT STUDIES
14	Business Plan Development and Business Project Proposal Writing	2 week	3 weeks	SME's Individuals involved in approving Business Plans	K2,500	BUSINESS AND MANAGEMENT STUDIES
15	Health and Safety in Factories	2 week	3 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	3 weeks	4 weeks	IT technicians, Programmers,		BUSINESS AND

	(Html/css/Javascript/php)			New persons to website programming	K2,500	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	2 week	3 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	2 week	3 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
35	Teaching Methodology – Phase 1 and Phase 3	3 weeks	-	Individuals with a recognized qualification in a specialized area	K2,500	EDUCATION

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 OR Come to ODFL Department Office at Evelyn Hone College along Church Road for more information.