

**EVELYN HONE COLLEGE MANAGEMENT BOARD IS NOW ENROLLING FOR
APRIL/MAY 2018, SHORT INTENSIVE COURSES.**

THE FOLLOWING SHORT COURSES WILL RUN FROM 23 APRIL 2018 TO 11 MAY 2018

No.	COURSE	DURATION		TARGET GROUP	TUITION FEE	SCHOOL
		DAY CLASSES	EVENING CLASSES			
1	Psychosocial Counselling	3 weeks	4 weeks	Future counsellor, Hospitals/clinic personnel	K2,500	EDUCATION
2	Certificate in Teaching Methodology – Phase I and Phase III	3 weeks	-	Individuals with a recognized qualification in a specialized area	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	Certificate in Medical Imaging Processes	3 weeks	4 weeks	Darkroom Technicians serving in radiography department	K2,500	APPLIED AND HEALTH SCIENCES
4	Diagnostic Ultrasound Appreciation for Midwives	2 weeks	4 weeks	Midwives, prospective Midwives	K2,500	APPLIED AND HEALTH SCIENCES
5	Secretarial Intensive Shorthand Speed Development – Phase I and Phase II	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	Receptionists, Typists, Secretaries, Government institutions.	K2,500	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 week	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	1 week	2 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	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, Operations Managers and Shift Supervisor	K2,500	BUSINESS AND MANAGEMENT STUDIES

16	Public Procurement	1 weeks	2 weeks	Buyers, Purchasing Supervisors, Procurement/ Purchasing/Materials Managers	K2,500	BUSINESS AND MANAGEMENT STUDIES
17	Project Management	1 weeks	2 weeks	Project & Program Managers, Delivery Managers, Project / Team Leaders, Consultants, Senior Executives		BUSINESS AND MANAGEMENT STUDIES
18	Logistics and Supply chain Management	1 weeks	2 weeks	International Trade Companies, Freight and Forwarding Companies	K2,500	BUSINESS AND MANAGEMENT STUDIES
19	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	ICT
20	Web Development (Html/css/Javascript/php)	3 weeks	4 weeks	IT technicians, Programmers, New persons to website programing	K2,500	BUSINESS AND MANAGEMENT STUDIES
21	Cyber Security/Forensics	3 weeks	4 weeks	IT Technicians, Network administrators, System administrators	K2,500	BUSINESS AND MANAGEMENT STUDIES
22	Supervisory skills and Team building	1 week	2 weeks	Supervisors/ Team Leaders	K2,500	BUSINESS AND MANAGEMENT STUDIES
23	Stata and SPSS	1 week	2 weeks	Researchers, students	K2,000	BUSINESS AND MANAGEMENT STUDIES
24	CCNA-1 and 2	2 weeks	3 weeks	IT Technicians, Network administrators	K2,500	ICT
25	Computer Repairs	2 weeks	3 weeks	IT Technicians & any person who want to gain skills in computer repair and maintenance	K2,000	ICT

26	Network Administration	2 weeks	3 weeks	School leavers / IT Technicians	K2,000	ICT
27	System Administration Windows Server 2016	2 weeks	3 weeks	IT Technicians, Network Administrators	K2,500	ICT
28	Video Production	3 weeks	4 weeks	Cameramen & producers	K2,500	MEDIA AND INFORMATION STUDIES
29	Photo Journalism	3 weeks	4 weeks	Photo journalists & camera personnel	K2,500	MEDIA AND INFORMATION STUDIES
30	Customer Relations	3 weeks	4 weeks	Service institutions, Hospitals, NGO's, etc	K2,500	MEDIA AND INFORMATION STUDIES
31	Graphic Arts Reproduction	3 weeks	4 weeks	Print finishers, Graphic Arts Designers, Machine Minders, Graphic Arts Reproduction	K2,000	MEDIA AND INFORMATION STUDIES
32	Computer Print Origination	3 weeks	4 weeks	Print finishers, Graphic Arts Designers, Machine Minders, Graphic Arts Reproduction	K2,000	MEDIA AND INFORMATION STUDIES
33	Records Management – Phase 1 and Phase 2	3 weeks	4 weeks	Government ministries, Hospitals, learning institutions	K2,500	MEDIA AND INFORMATION STUDIES

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 Admissions Office at Evelyn Hone College along Church Road for more information.