



EVELYN HONE COLLEGE MANAGEMENT BOARD

IS NOW ENROLLING FOR

APRIL – MAY, 2017 SHORT INTENSIVE COURSES.



THE FOLLOWING SHORT COURSES WILL RUN FROM 10TH APRIL 2017 TO 5TH MAY 2017

No.	COURSE	DURATION	
		DAY CLASSES	EVENING CLASSES
1	Psychosocial Counselling	3 weeks	4 weeks
2	Assaying(Sampling, Sample preparation and Sample management)	1 week	2 weeks
3	Techniques in preparation of chemical solutions in Laboratories	2 weeks	3 weeks
4	Records Management – Phase 1 and Phase 2	3 weeks	4 weeks
5	Secretarial Intensive Shorthand Speed Development – Phase I and Phase 2	3 weeks	4 weeks
6	Typing and Keyboarding mastery	3 weeks	4 weeks
7	Front Office Management	3 weeks	4 weeks
8	Accounting and finance for non-financial managers/personnel	1 week	2 weeks
9	Cash Flow and Working Capital Management	1 weeks	2 weeks
10	Risk Assessments and Management Controls in Organizations	2 weeks	3 weeks
11	Stores and Inventory Management	1 week	2 weeks
12	Transport and Logistics	1 week	2 weeks
13	Retail Operations Management	1 Week	2 Weeks
14	Business Plan Development and Business Project Proposal Writing	1 week	2 weeks
15	Health and Safety in Factories	1 weeks	2 weeks
16	Office Productivity Software (Microsoft access, Microsoft PowerPoint and Microsoft excel)	2 weeks	3 weeks
17	Programming in Visual Basic/C#	3 weeks	4 weeks
18	Web Development (Html/css/Javascript/php)	3 weeks	4 weeks
19	Cyber Security/Forensics	3 weeks	4 weeks
20	Supervisory skills and Team building	1 week	2 weeks
21	Educational Leadership and Management	2 weeks	3 weeks
22	Stata and SPSS	1 week	2 weeks
23	CCNA-1	2 weeks	3 weeks
24	Computer Repairs	2 weeks	3 weeks
25	Network Administration	2 weeks	3 weeks
26	Video Production	3 weeks	4 weeks
27	Photo Journalism	3 weeks	4 weeks
28	Customer relations	3 weeks	4 weeks
29	Graphic Arts Reproduction	3 weeks	4 weeks
30	Machine Printing	3 weeks	4 weeks
31	Computer Print Origination	3 weeks	4 weeks
32	Certificate in Medical Imaging Processes	3 weeks	4 weeks
33	Medical Laboratory Quality Management	-	4 weeks
34	Diagnostic Ultrasound Appreciation for Midwives	2 weeks	4 weeks

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/ 0211-220208

EMAIL: shortcourses@evelynhone.edu.zm OR Come to Admissions Office at Evelyn Hone College along Church Road.