



**EVELYN HONE COLLEGE MANAGEMENT BOARD IS NOW ENROLLING FOR**

**DECEMBER 2018/JANUARY 2019, SHORT INTENSIVE COURSES.**

**THE FOLLOWING SHORT COURSES WILL RUN FROM 31<sup>ST</sup> DECEMBER, 2018 TO 18<sup>TH</sup> JANUARY, 2019.**

No.	COURSE	DURATION	
		DAY CLASSES	EVENING CLASSES
1	Psychosocial Counselling	3 weeks	4 weeks
2	Certificate in Teaching Methodology – Phase I and Phase III	3 weeks	-
3	Assaying (Sampling, Sample preparation and Sample management)	1 week	2 weeks
4	Certificate in Medical Imaging Processes	3 weeks	4 weeks
5	Diagnostic Ultrasound Appreciation for Midwives	2 weeks	4 weeks
6	Secretarial Intensive Shorthand Speed Development – Phase I and Phase II	3 weeks	4 weeks
7	Production Typewriting Stage I and II	3 weeks	4 weeks
8	Front Office Management	3 weeks	4 weeks
9	Accounting and finance for non-financial managers/personnel	1 week	2 weeks
10	Cash Flow and Working Capital Management	1 week	2 weeks
11	Risk Assessments and Management Controls in Organisations	1 week	2 weeks
12	Health and Safety in Factories	1 weeks	2 weeks
13	Public Procurement	1 weeks	2 weeks
14	Project Management, Monitoring and Evaluation	1 weeks	2 weeks
15	Transport and Logistics	1 weeks	2 weeks
16	Office Productivity Software ( Microsoft access, Microsoft PowerPoint and Microsoft excel)	2 weeks	3 weeks
17	Web Development (Html/css/Javascript/php)	3 weeks	4 weeks
18	Cyber Security/Forensics	3 weeks	4 weeks
19	Stores and Inventory Management	1 week	2 weeks
20	Stata and SPSS	1 week	2 weeks
21	CCNA-1	2 weeks	3 weeks
22	Computer Repairs	2 weeks	3 weeks
23	Network Administration	2 weeks	3 weeks
24	Video Production	3 weeks	4 weeks
25	Photo Journalism	3 weeks	4 weeks
26	Customer Relations	3 weeks	4 weeks
27	Graphic Arts Reproduction	3 weeks	4 weeks
28	Computer Print Origination	3 weeks	4 weeks
29	Records Management – Phase 1 and Phase 2	3 weeks	4 weeks

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

SMS OR CALL: 0977 313869/ 0964 032960/0955970869

EMAIL: [shortcourses@evelynhone.edu.zm](mailto:shortcourses@evelynhone.edu.zm) OR Come to the ODFL at Evelyn Hone College along Church Road OR Still you can

visit our website: [www.evelynhone.edu.zm](http://www.evelynhone.edu.zm) for more information.