

**EVELYN HONE COLLEGE OF APPLIED ARTS AND COMMERCE  
MANAGEMENT BOARD**

**EXTENSION/PART TIME COURSES FOR 2019**

**DEPARTMENT OF OPEN, DISTANCE AND FLEXIBLE LEARNING**

<b>S/N</b>	<b>COURSE</b>		<b>MODE OF STUDY</b>	<b>DURATION</b>	<b>TERMS/SEMESTER</b>
1	Computer Science Secondary Teachers Diploma		Extension	3 Years	Termly
2	Diploma in Information Technology 4		Part time	2 Years	Semester
3	Certificate in Secretarial & Office Management		Part time	6 Months	Termly
4	Adv. Certificate in Secretarial & Office Management		Part time	6 Months	Termly
5	Diploma in Secretarial & Office Management		Part time	6 Months	Termly
6	Certificate in Banking & Finance – May 2018		Part time	1 Year	Semester
7	Diploma in Banking & Finance – May 2018		Part time	1 Year	Semester
8	Foundation in Accounting (ACCA)		Part time	1 Year, 6 Months	Semester
9	Diploma in Accounting (ZICA) Level 1 & 2		Part time	2 Years	Semester
10	CA Zambia	Knowledge	Part time		Semester
		Application			Semester
		Advisory			Semester
11	Diploma in Human Resource Management (EHC)		Part time	2 Year	Semester
12	Diploma in Business Management (ABE) Level 4		Part time	6 Months	Semester
13	Diploma in Business Management (ABE) Level 5		Part time	1 Year	Semester

15	Diploma in Business Management (ABE) Level 6	Part time	1 Year	Semester
16	Certificate in Marketing (ZIM)	Part time	1 Year	Semester
17	Diploma in Marketing – Professional (ZIM)	Part time	1 Year	Semester
18	Adv. Certificate in Marketing (ZIM)	Part time	1 Year	Semester
19	Marketing Essentials (ZIM)	Part time	6 Months	Semester
20	Diploma in Public Administration	Part time	2 Years	
21	Diploma in Procurement & Supply- International CIPS	Part time	6 Months	Semester
22	Advanced Diploma in Procurement & Supply- International CIPS	Part time	6 Months	Semester
23	Professional Diploma in Procurement & Supply- International CIPS	Part time	6 Months	Semester
24	Certificate in Zambia Institute of Purchasing & Supply- ZIPS	Part time	6 Months	Semester
25	Secondary Teachers Diploma Business Studies - Commercial	Extension/Distance	3 Years	Termly
26	BA (Hons) Business Management	Extension/Distance	2 Years	
27	BA (Hons) Marketing	Extension/Distance	2 Years	
28	BA (Hons) Management of Technology	Extension/Distance	2 Years	
29	BA (Hons) Computer Science	Extension/Distance	2 Years	
30	Diploma in Technical & Vocational Teaching (Teaching Methodology)	Part time/Distance	1 Year	Termly
31	Art Teachers Diploma	Extension	3 Years	Termly

32	Music Teachers Diploma	Extension	3 Years	Termly
33	Diploma in Music	Part time	2 Years	Termly
34	Instrumentation: ➤ Piano ➤ Voice ➤ Drums ➤ Brass ➤ Percussion ➤ Strings	Part time	3 Months	Ability to Speak, Read and Write in English
35	Diploma in Social Work	Part time	2 Years	Termly
36	Certificate in Painting	Part time	1 Year	Termly
37	Certificate in Sculpture	Part time	1 Year	Termly
38	Certificate in Fashion & Design	Part time	1 Year	Termly
39	Diploma in Design	Extension	2 Years	Termly
40	Diploma in Art	Extension	2 Years	Termly
41	Secondary Teachers Diploma- English	Extension/Distance	3 Years	Termly
42	Diploma in Journalism	Extension	3 Years	Termly
43	Creative Digital Media	Part time	6 Months	Semester
44	Photo Journalism	Part time	6 Months	Semester
45	Video Production	Part time	6 Months	Semester
46	Radio Production	Part time	6 Months	semester
47	Professional Certificate in Audio Engineering- level 1	Part time	6 Months	Semester
48	Professional Certificate in Audio Engineering- level 2	Part time	6 Months	Semester
49	Computer Print Origination	Part time/Extension	6 Months	Semester
50	Graphic Art Reproduction	Part time/Extension	6 Months	Semester
52	Machine Printing	Part time/Extension	6 Months	Semester
53	Print Finishing	Part time/Extension	6 Months	Semester
54	Diploma in Public Relations	Part time	2 Years	Termly
55	Certificate in Printing Technology	Part time	1 Year	Termly
56	Certificate in Library & Information Science	Part time	1 Year	Termly

57	Diploma in Library & Information Science- TEVETA	Part time	2 Years	Termly	
58	Certificate in Records & Archival Management	Part time	6 Months	Semester	
59	English as a Foreign Language	Extension	6 Months	Semester	
	Certificate in Science Laboratory Technology	Extension	2 Years	Termly	
	Diploma in Science Laboratory Technology	Extension	3 Years	Termly	5 Credits including English, Mathematics & Science.
	Diploma in Radiography	Extension	3 Years	Termly	5 Credits including English, Mathematics & Science.
	Diploma in Pharmacy	Extension	3 Years	Termly	5 Credits including English, Mathematics & Science.
	Diploma in Biomedical Engineering	Extension	3 Years	Semester	5 Credits including English, Mathematics & Science.
	Diploma in Biomedical Science	Extension	3 Years	Semester	5 Credits including English, Mathematics & Science.
	Diploma in Environmental Health Technology	Extension	3 Years	Semester	5 Credits including English, Mathematics & Science.
	Diploma in Physiotherapy	Extension	3 Years	Termly	5 Credits including English, Mathematics & Science.