

Evelyn Hone College Management Board

Full/ Part Time Courses For July 2008 Intake

The Following Are The Programmes On Offer:

Full Time Courses:

April Intake:

1. Diploma 1 in Business Administration & Management Studies (Abma)
2. Diploma 1 in Computer Science & Information Processing (Abma)

June Intake:

1. Certificate in Marketing (Zim)
2. Professional Advanced Certificate in Marketing (Zim)
3. Professional Certificate in Marketing (Cim)
4. Professional Diploma in Marketing (Cim)
5. Diploma in Business Administration
6. Zica Technician, Zica Licentiate & Zica Professional
7. Certified Accounting Technician (Acca)
8. Business Administration & Management Studies (Abma), Diploma 1, 2 & Advanced
9. Computer Science & Information Processing (Abma), Diploma 1, 2 & Advanced
10. Certificate in Information and Communication Technology
11. Certificate in LAN Design and Installation
10. Purchasing and Supply (All Levels –Cips)
11. Certificate in English as a Foreign Language
12. Certificate in French as a Foreign Language
13. Diploma in Gender Studies
14. Certificate In Secretarial & Office Management
15. Advanced Certificate in Secretarial & Office Management
16. Advanced Certificate in Legal Secretarial & Office Management
17. Diploma In Secretarial & Office Management

Application Fee For Full Time Programmes Is K70 000=, Non Refundable.

Part Time Programmes

► Accountancy Section:

- Zica Technician, Licentiate & Professional
- Certified Accounting Technician Levels 1,2 & 3

► Computer Section:

- Computer Systems Engineering Diploma 1, 2 & Advanced (Abma)
- Imis Foundation, Diploma & Higher Diploma
- Certificate, Diploma & Advanced Diploma In Computing & Information Processing
- Local Area Network Design & Installation

- Computer Science & Information Processing Diploma 1, 2 & Advanced (Abma)

Including Short Computer Courses In;

- Visual Basic Programming
- Advanced Access & Advanced Visual Basic Programming

► Human Resource Section:

- Certificate in Human Resource Management
- Diploma in Human Resource Management (Icm)
- Advanced Diploma in Human Resource Development (Icm)
- Certificate, Diploma 1, 2 & Advanced In Business Management (Abe)

► Marketing Section:

- Certificate, Diploma & Graduate Diploma in Marketing (Icm)
- Group Diploma in Marketing (Lcci)
- Certificate, Diploma & Post Graduate Diploma in Marketing (Cim)
- Sales & Marketing Management Diploma 1, 2 & Advanced (Abma)

► Production & Operations Management

- Purchasing & Supply (Cips)
- Industrial Management
- Quality Management
- Electrical & Electronics (City & Guilds -Theory)
- Electrical & Electronics Industrial Practices
- Project Management
- Purchasing & Supply (Local)

► Library Section

- Certificate in Records Management
- Diploma in Records Management

► Communication Skills Section:

- Certificate in English as a Foreign Language (Beginners & Intermediate)
- Certificate in French

Plus Short Courses In:

- Effective Business Communication
- Effective Business English
- Effective Business Report
- Effective Business Proposal Writing
- Effective Business Letter Writing
- Organizing & Conducting Effective Business Interviews
- Organizing & Conducting Effective Business Meetings

► Art Section:

- Graphic Designing, Drawing & Painting,
- Certificate, Advanced Certificate & Diploma In Fashion & Designing
- Garment Construction

► Education Section:

- Diploma in Counseling Psychology
- Diploma in Sociology
- Diploma in Social Work
- Diploma in Public Administration & Teaching Methodology

► Music Section:

- Certificate In Instrumental Studies (With Aural Training)
Areas of Specialty; Piano, Keyboard Harmony, Modern
Classical Guitar, Voice Traditional Instrument

- Theory of Music
- Harmony and Counterpoint
- Orchestration and Arrangement
- Composition
- Traditional Performing Arts
- Music Teaching Methods
- Advanced Music Teachers Diploma
- Music Diploma

► Environmental Section:

- Hotel & Institutional Catering
- Covering the Following Sub Courses;
- ☐ Food & Production

- ☐ Front Office
- ☐ Food & Beverage Services
- ☐ Management & Supervisory Skills
- ☐ Food Costing
- ☐ House Keeping
- ☐ Food Hygiene, Health & Safety
- ☐ Communication Skills
- ☐ Stores Control
- ☐ Basics in Travel & Tour Operations
- ☐ Nutrition & Dietetics
- ☐ Hotel Law
- ☐ Travel & Tourism

► Journalism Section:

- Diploma in Public Relations (Lcci)
- Certificate in Video & Radio Production
- Certificate in Photo – Journalism

► Printing Section:

- Certificate in Printing
- Certificate in Machine Printing
- Certificate in Computer Print Origination (Composition)
- Certificate in Graphic Reproduction (Film & Plate Making)
- Certificate in Print Finishing Operations
- Print Production Supervision

► Commercial Secretarial Section:

- Secretarial & Office Management (All Levels) Shorthand/ Typing
- Diploma In Secretarial & Office Management

► Legal Secretarial Section:

- Legal Secretarial & Office Management
- Diploma in Gender Studies

Including; -

► Short Computer Courses:

- ☐ Introduction To Computer
- ☐ Microsoft Word 2003
- ☐ Microsoft Excel
- ☐ Microsoft Power Point
- ☐ Microsoft Publisher
- ☐ Microsoft Access (Data Base)
- ☐ Keyboard for Computer Users

Application Fee for Part Time Courses Is

K50 000= Non Refundable

For More Information, Contact:

The Admissions Officer

Main Building

1st Floor, Room 15

Or

Phone: 225127 Principals' Office

227240 Director Academics' Office