



HANDSWORTH INSTITUTE
Diploma Prospectus 2020



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ACCREDITED | AFFORDABLE | ACCESSIBLE

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JOIN US TODAY

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**DIPLOMA
PROGRAMMES**

PROJECT MANAGEMENT

This program is designed for those students who wish to develop project management skills. In addition, the qualification is designed to assist students by:
Increasing their employment opportunities
Providing them with a qualification which will enable them to progress to higher level general management or specialized business program at a later stage in their business or academic careers. The program is also suitable for managers who require a recognized business studies qualification for career advancement and promotion purposes.

Lecturers' Details

i. MARVIN MWANSA

- a. Qualification: B.A. Demography with Economics
- b. Institute: The University Of Zambia.
- c. Contact details: 0978517352.

ii. MWEWA NKANDU

- a. Qualification: B.A. Economics.
- b. Institute: The University Of Zambia.
- c. Contact details: 0977940842.

iii. CHEWE CHIBESA.

- a. Qualification: B.A Marketing.
- b. Institute: Copperbelt University.
- Contact Details: 0963939553

Course Structure

1. Computers & Project Management
2. Managing Work & Costs
3. Nature & Organization Of Project Management
4. Planning & Scheduling
5. Purchasing & Materials Management
6. Financial & Commercial Framework.

OCCUPATIONAL HEALTH AND SAFETY

To provide participants with a body of knowledge that will enable them to:

- Understand and apply health and safety methodologies in the working environment
 - To make a positive contribution to health and safety at work
 - To make appropriate use of practice and principles to produce solutions to health and safety issues
 - To increase and enhance employment opportunities within the health and safety industry.
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Lecturers' Details

i. OSWARD NZIMA

- a. Qualification: B.A. Environmental Education with Geography.
- b. Institute: The University Of Zambia.
- c. Contact details: 0975768611.

ii. STEPHEN MUSONDA

- a. Qualification: B.A. Special Education.
- b. Institute: The University Of Zambia.
- c. Contact details: 0977336942.

Course Structure

1. Essentials of Health & Safety Management
2. Working Practices, Hazards & Controls
3. Working Environment & Occupational Health
4. Accident & Emergency Procedures

MARKETING

To provide students with a body of knowledge which will:

- Enable them to understand and identify consumer needs and trends
 - Enable them to understand, define and segment markets
 - Provide an understanding of the importance of pricing and pricing strategies
 - Develop an understanding of channels of distribution and routes to market
 - Develop an understanding of the patterns of consumer behavior.
 - Enable them to develop and apply advertising and promotional strategies
 - Provide them with a qualification which will enable them to progress to higher level marketing or communications studies at a later stage in their business or academic careers.
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i. MARVIN MWANSA

- a. Qualification: B.A. Demography with Economics
- b. Institute: The University Of Zambia.
- c. Contact details: 0978517352.

ii. CHEWE CHIBESA.

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- c. Contact Details: 0963939553.

Course Structure

1. Advertising.
2. International Business Communications.
3. Marketing.
4. Public Relations.
5. Quantitative Methods for Managers.

PSYCHO-SOCIAL COUNSELING

Psycho social counselling looks at various counselling methods and technics needed for one to be a qualified counselor. With the growing demand for each organization to have psychosocial counsellors both governmental and non-governmental organizational this is one of the on demand course which every individual in need of employment in counselling related courses can pursue.

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Lecturers' Details

i. STEPHEN MUSONDA

a. Qualification: B.A. Special Education.

b. Institute: The University Of Zambia.

c. Contact details: 0977336942.

ii. FRANK BANDA

a. Qualification: B.A. Special Education.

b. Institute: The University Of Zambia.

c. Contact details: 0976497824.

Course Structure

1. Fundamentals of Human Behavior.
2. Foundations of Individual.
3. Counselling: Skills and Techniques.
4. Foundations of Group Counselling: Skills and Techniques.
5. Practicing Individual Counselling Skills.
6. Practicing Individual Counselling Techniques.
7. Practicing Group Counselling Skills and Techniques.
8. A Theoretical Foundations of Educational Counselling.
9. Theoretical Foundations of Career Counselling.
10. Health and Well Being.
11. Basics of HIV/AIDS.
12. HIV/AIDS Counselling Skills and Techniques.
13. Developmental Psychopathology.