



HANDSWORTH INSTITUTE
Short Courses Prospectus 2020



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ACCREDITED | AFFORDABLE | ACCESSIBLE

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JOIN US TODAY

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CERTIFICATE COURSES

OCCUPATIONAL HEALTH AND SAFETY

Workplace safety is very important for each and every employee in the industry because all the workers desire to work in a safe and protected atmosphere. Therefore, Health and safety is the key factor for all the industries in order to promote the wellness of both employees and employers. In this regards, this course introduces the learner to the key components of health and safety at different work places.

Course Layout.

By the end of the course, the learner should have cleared.

1. 1 Assignment (s) (At least 50%).
2. 1 Examination (s) (At least 50%).
3. 10hours.

Lectures' Details

I. OSWARD NZIMA

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

Course Structure

- I. Scope of OSH.
- II. Key Terms in OSH.
- III. Aims of OSH.
- IV. Safety and Health System.
- V. Work Hazard and Risk Assessment.
- VI. Health Risk Assessment and Control.
- VII. Accident and Incident Investigation.
- VIII. Personal Protective Equipment.

PSYCHOSOCIAL 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 psycho-social counselors 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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Course Layout.

By the end of the course, the learner should have cleared.

1. 3 Assignment (s) (At least 50%).
 2. 1 Examination (s) (At least 50%).
 3. 2 to 4 weeks theory.
 4. 2 Months Practical Attachment.
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Lectures' 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

- I. Origin and development of counselling.
- ii. Principles of Counselling.
- iii. Attitudes of a Counsellor.
- iv. Ethical Issues in Counselling.
- v. Attending Skills in Counselling.
- vi. The person-centered counselling theory.
- vii. Problems in psycho-social counselling.
- viii. Types of licenses.
- ix. HIV AND AIDS counselling.
- x. Verbatim.
- xi. Clinical attachment (practices).

HIV/AIDS COUNSELING

With the growing number of organizations fighting the high levels of HIV/AIDS in Zambia and world over. The need for HIV counsellors in these organizations is ever growing as they help counsel the HIV affected individuals. Employment opportunities for this course is on the rise because of this.

Course Layout.

By the end of the course, the learner should have cleared.

1. 3 Assignment (s) (At least 50%).
2. 1 Examination (s) (At least 50%).
3. 2 to 4 weeks theory.
4. 2 Months Practical Attachment.

Lectures' Details

iii. STEPHEN MUSONDA

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

iv. FRANK BANDA

- a. Qualification: B.A. Special Education.
- b. Institute: The University Of Zambia.
- c. Contact details: 0976497824.

Course Structure

1. History.
2. Transmission.
3. HIV Testing and Immunology.
4. HIV/AIDS Counselling skills and Techniques.

DATA ANALYSIS

Data analysis is a process of inspecting, cleansing, transforming and modeling data with the goal of discovering useful information, informing conclusion and supporting decision-making. Data analysis has multiple facets and approaches, encompassing diverse techniques under a variety of names, and is used in different business, science, and social science domains. There wide range of data analysis tools, however, the most common one is Statistical package for social sciences (SPSS). Therefore learning this course will expose you to managing your data with SPSS.

Course Layout.

By the end of the course, the learner should have cleared.

1. 1 Assignment (s)/Project.
2. 1 Examination (s) (At least 50%).
3. 10 contact hours.

Lectures' 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

Course Structure

- i. An introduction to data analysis.
- ii. Types of data.
- iii. Managing your data using SPSS.
- iv. Data entry using SPSS.
- v. Data presentation using SPSS.

MONITORING AND EVALUATION

Monitoring and Evaluation (M&E) is used to assess the performance of projects, institutions and programs set up by governments, international organizations and NGOs. Its goal is to improve current and future management of outputs, outcomes and impact. It is a continuous assessment of programs based on early detailed information on the progress or delay of the ongoing assessed activities. The course will be able to provide students with an in-depth understanding of various concepts, components and skills in monitoring and evaluation which are needed to design and implement M&E plans.

Course Layout.

By the end of the course, the learner should have cleared.

1. 1 Assignment (s)/ Project.
 2. 1 Examination (s) (At least 50%).
 3. 10 contact hours.
-

Lectures' Details

iii. MARVIN MWANSA

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

iv. MWEWA NKANDU

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

Course Structure

- i. Scope of Monitoring and Evaluation.
- ii. Components and Concepts of M and E
- iii. M and E Framework Components.
- iv. M and E Indicators.
- v. Designing M and E Plans.

PROJECT PLANNING AND MANAGEMENT

Primarily, Project Management looks at initiating, planning, executing, controlling, and closing the work of a team to achieve specific goals and meet specific success criteria at the specified time. The project management is to achieve all of the project goals within the given constraints. Therefore, doing this course will enable you to understand and plan your project so well that you bet your target that you need to reach.

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Course Layout.

By the end of the course, the learner should have cleared.

1. 1 Assignment (s)/ Project.
 2. 1 Examination (s) (At least 50%).
 3. 10 contact hours.
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Lectures' Details

iii. MARVIN MWANSA

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

iv. MWEWA NKANDU

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

Course Structure

- I. Project overview.
- ii. Project process.
- iii. Project knowledge areas.
- iv. Project integration management.
- v. Project scope management.
- vi. Project time management.
- vii. Project quality management.
- viii. Project risk management.
- ix. Project communication management.

COMPUTER LITERACY

This course is an introductory survey of computers and their role in the modern world. Emphasis is on computer terminology, hardware and software. Will also be included for hands-on experience using micro-computer applications will be included. Therefore, joining this course will introduce the learners to the basics and requirements needed for a person to be computer literate.

Course Layout.

By the end of the course, the learner should have cleared.

1. 1 Assignment (s)/ Project.
 2. 1 Examination (s) (At least 50%).
 3. 10 contact hours.
-

Lectures' Details

iii. MARVIN MWANSA

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

iv. MWEWA NKANDU

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

Course Structure

- i. Computer competency.
- ii. Different Applications software-basic tools.
- iii. Components of the CPU.
- iv. Different types of Secondary storage.
- v. Types of Communications and connectivity.
- vi. Files and databases.
- vii. The Internet.
- viii. Computer security, ethics and the future.