



HANDSWORTH INSTITUTE OF HEALTH SCIENCES AND TECHNOLOGY.

TEVETA, ZCC,ZIPS, GIDEON ROBERTS UNIVERSITY AND ICM ACCREDITED INSTITUTE

COURSE STRUCTURE AND OUTLINE. DIPLOMAS

 HANDSWORTH INSTITUTE.

 www.handsworthinstitute.com.

 infor@handsworthinstitute.com.

1. PROJECT MANAGEMENT.

Program Objectives:

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.

Lecturer's details;

- i. TYSON CHIPOKOSO
 - a. Qualification: B.A. Demography with Economics
 - b. Institute: The University Of Zambia..
- ii. CHEWE CHIBESA.
 - a. Qualification: B.A Marketing.
 - b. Institute: Copperbelt University.

Course Modules:

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.
7. Research methods

ACCREDITATION, CERTIFICATION AND LICENSES

1. Certification of diploma and licensing is done under Gideon Robert University or ICM (Optional)

2. 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.

Lectures Details.

- i. OSWARD NZIMA
 - a. Qualification: B.A. Environmental Education with Geography.
 - b. Institute: The University Of Zambia.

- ii. ALEX N.GANDU
 - a. Qualification: B.A. Production and Operations Management
 - b. Institute: Copperbelt University

Course Structure:

Part 1

- Essentials of Health & Safety Management.
- Working Practices, Hazards & Controls.
- Working Environment & Occupational Health.
- Accident & Emergency Procedures.

Part 2

- Framework for Successful Health & Safety Management.
- Promoting a Positive Health & Safety Culture.
- Principles of Control.
- Effective Leadership of Health & Safety.
- Research methods

ACCREDITATION, CERTIFICATION AND LICENSES

2. Certification of diploma and licensing is done under Gideon Robert University

3. PSYCHOSOCIAL COUNSELLING.

Introduction.

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.

Lectures Details.

- i. STEPHEN MUSONDA
 - a. Qualification: B.A. Special Education.
 - b. Institute: The University Of Zambia.

- ii. FRANK BANDA
 - a. Qualification: B.A. Special Education.
 - b. Institute: The University Of Zambia.

Course Modules.

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.

ACCREDITATION, CERTIFICATION AND LICENSES

3. Certification of diploma and licensing is done under Zambia Counselling Council (ZCC)

4. BUSINESS ADMINISTRATION

Program Objectives:

To provide prospective business and management learners with a body of knowledge which will:

- Increase their employment opportunities
- Prepare them for eventual supervisory and management careers in industry and commerce
- Provide them with a qualification which will enable them to progress to higher level general management or specialised business programmes at a later stage in their business or academic careers.

Course programs

- Accounting
- Business Law
- Economics for Business
- Organizational Behavior.
- Human Resource
- Marketing
- Advertising.
- Customer service
- Business Management.

- Business Communication Skills
- Research methods

Lecturers Details.

- i. BRIGHTON SIMBALA
 - a. Qualification: B.A. Economics.
 - b. Institute: The University Of Zambia.

- ii. CHEWE CHIBESA
 - a. Qualification: B.A. MARKETING
 - b. Institute: COPPERBELT UNIVERSITY

ACCREDITATION AND CERTIFICATION

4. Gideon Roberts University

5. HIV AND AIDS MANAGEMENT

OUTCOMES OF THE PROGRAMME

By successfully completing the diploma, candidates will have acquired the knowledge, competencies and managerial skills to:

- Formulate an HIV/AIDS workplace policy that is cost-effective and evidence-based, taking due account of the legal, ethical, social, economic and health issues
- Influence and facilitate strategic and business planning, manage productivity and carry out performance assessment in the context of HIV/AIDS
- Develop a comprehensive HIV/AIDS prevention and continuum of care programme
- Implement legislation and policies affecting HIV/AIDS at work
- Facilitate community support and community actions
- Conduct labour planning for a future in which HIV/AIDS is prevalent
- Monitor and assess HIV/AIDS prevention and care programmes
- Assess the impact of HIV/AIDS in the workplace

Carry out a research project on HIV/AIDS in the workplace.

COURSE MODULE

- The problem of HIV/AIDS
- Socio-cultural aspects of HIV/AIDS
- HIV/AIDS policy and advocacy
- Prevention and care for people living with HIV/AIDS
- Management in the era of HIV/AIDS
- Research, monitoring and evaluating of HIV/AIDS programs.

LECTURER QUALIFICATIONS

1. STANELY MUMBA

- i. Bsc Registered Nursing (UNZA)
- ii. Diploma (HIV and AIDS Management).

2. STEPHEN MUSONDA

- i. B.A Special Education (UNZA)
- ii. Dip. Psychosocial Counselling with HIV and AIDS Management (UNZA)

ACCREDITATION, CERTIFICATION AND LICENSES

5. Certification of diploma and licensing is done under Zambia Counselling Council (ZCC).

7. PURCHASING AND SUPPLY

Programme Objectives:

To provide learners with:

- An understanding of the economic, legal and fiscal environments within which all businesses operate
- A detailed knowledge of the supply, storage and purchasing functions
- An understanding of the way in which business organizations are structured, managed and administered
- Numerate and analytical skills for purchasing, stores management and supply decision purposes.
- **Course Structure:**

Part 1

- Negotiation
- Logistics and Supply Chain Management
- Business Mathematics
- Business communications and environmental
- Computer Application and information management system
- Business management
- Negotiations
- Public Procurement
- Material Management , storage and distribution

Part 2

- Procurement and supply law
- Project and contract management
- Accounting and finance.
- Operations Management
- Strategic Procurement and Supply
- Entrepreneurship
- Research Method.

Lead Lecturers Details.

i. PROVIDENCE MWEWA

- a. Qualification: B.A. Purchasing and supply
- b. Institute: The Copperbelt university

Certification of diploma and licensing is done under ZIPS

8. SALES MANAGEMENT & MARKETING

PROGRAMME OBJECTIVES:

To provide learners with:

An understanding of the environment within which all businesses operate and the ways in which different organizations are structured

A working knowledge of the principles and practice of selling and an understanding of its importance as part of the marketing mix

An understanding of the marketing concept and an appreciation of how the marketing function is organized.

The programme also provides learners with the knowledge and skills necessary to enable them to perform adequately in any single functional area of marketing.

Course Structure:

Part 1

- Business Management & Administration
- Economics For Business
- International Business Communications
- Marketing
- Principles & Practice Of Selling

Part 2

- Advertising
- Marketing Management
- Public Relations
- Quantitative Methods For Managers
- Sales & Sales Management
- Research methods

Click a subject below to view in a new tab

The ICM Diploma in Sales Management & Marketing is awarded on completion of Part 1 and Part 2 subjects.

Lecturers Details.

- i. BRIGHTON SIMBALA
 - a. Qualification: B.A. Economics.
 - b. Institute: The University Of Zambia.
- ii. CHEWE CHIBESA
 - a. Qualification: B.A. MARKETING
 - b. Institute: COPPERBELT UNIVERSITY
- iii. GIFT LUNGU
 - a. Qualification: B.A. Business Administration
 - b. Institute: UNZA

Certification of diploma and licensing is done under ICM

8. ACCOUNTANCY

IT AIMS AT DEVELOPING ACCOUNTANTS WITH EXTENSIVE KNOWLEDGE AND SKILLS IN BUSINESS AND CORE ACCOUNTANCY FUNCTIONS NEEDED TO PERFORM THE ROLE OF AN ACCOUNTANT OR AUDITOR IN BOTH PRIVATE AND PUBLIC.

MODULES.

CERTIFICATE.

- FINANCIAL ACCOUNTING
- BUSINESS STATISTICS.
- BUSINESS ECONOMICS.
- COMMERCIAL AND COMPANY LAW.
- MANAGEMENT THEORY AND PRACTICE.
- BUSINESS COMMUNICATIONS

DIPLOMA

- FINANCIAL REPORTING
- MANAGEMENT ACCOUNTING
- AUDITING PRINCIPALS
- TAXATION
- FINANCIAL MANAGEMENT

LEAD LECTURER

DAVID SYATEMBO
ACCOUNTANCY (UNILUS)

CERTIFICATION BY ZICA